

# **WELCOME ABOARD!**

## **“PLANKOWNER”**



## **PRE-COMMISSIONING SHOUP (DDG-86)**

**CDR E. BERNARD CARTER**  
Commanding Officer

# USS SHOUP (DDG 86)

## COAT OF ARMS

### BLAZON

**SHIELD:** Azure (Dark blue), an anchor Argent combined with a trident head Or, debruised by a chevron rompu reversed Gules fimbriated of the third, charged with four artillery shells of the like and surmounted by a mullet reversed of the last bearing a lion passant guardant Gules.

**CREST:** From a wreath Argent and Azure (Dark blue), a wreath of laurel or surmounted by a stylized Marine Corp emblem Argent and Or.

**SUPPORTERS:** A Marine Mameluke and a United States Naval Officer's sword saltirewise, point down Proper.

**MOTTO:** A scroll or doubled and inscribed: "VICTORIA PER PERSERVERANTIAM VENIT" Gules.

### SYMBOLISM

**SHIELD:** Dark blue and gold are the colors traditionally used by the Navy and represent the sea and excellence. The combined anchor and trident, symbols of sea prowess exemplify and are symbolic of hope and steadfastness to our past naval history and its evolvement into a more modern warfare platform indicative of DDG 86's Aegis and Vertical Launch Systems. Each tine of the trident depicts separate warfare areas: air, surface and sub-surface in addition to the shaft, signifies the emerging Land Attack capability in shaping the deep battle. The red lion embodies courage and strength, and symbolizes the British Distinguished Service Order awarded to Colonel Shoup for service during the battle at Betio. The gold reversed star recalls the Medal of Honor awarded to Colonel Shoup for his daring actions while commander of the Second Marine, 2d Marine Division at Betio and a bitterly contested island of Tarawa Atoll.

**CREST:** The laurel represents achievement and honor. The Marine Corp emblem highlights leadership and guidance, reflecting Commandant of the Marine Corps.

**SUPPORTERS:** The crossed Marine Mameluke and Navy swords symbolize teamwork and military readiness.

**MOTTO:** "VICTORIA PER PERSERVERANTIAM VENIT"



Medal  
of  
Honor



Navy  
Distinguished  
Service Medal



Legion  
of  
Merit



Purple  
Heart

# WELCOME ABOARD!

FROM THE COMMANDING OFFICER  
USS SHOUP (DDG 86)



Dear SHOUP Sailors,

Congratulations on your assignment to USS SHOUP (DDG 86), the most advanced destroyer built to date! On behalf of the entire ship, I welcome you aboard. As with all personnel selected for duty on the commissioning crew of a new Aegis destroyer, your selection indicates that you are considered to be among the very best in your field. You will be joining a team of highly dedicated sailors who take pride in their ship, the Navy, and their country. Be Proud and know that you are following in the footsteps of General David M. Shoup, the Namesake of this fine ship and one of the most courageous, and determined individuals to have served this country in the armed forces.

I encourage you to contact the OIC of the PCD SHOUP in San Diego, CA. at **(619) 556-6853 / 5870, (DSN: 526)** or the OIC of the PCU SHOUP in Pascagoula, MS. at **(228) 769-4668, (DSN: 457)** as soon as possible. The OIC will brief you on what to expect as you assume your challenging duties as a 'Plankowner'. Please keep in close contact throughout your entire training. Also check out our website at <http://www.shoup.navy.mil/>. Should you have any questions or concerns, do not hesitate to contact the Command Master Chief, CMDMC (SW/AW) W. Michael Stream via email [cmc@shoup.navy.mil](mailto:cmc@shoup.navy.mil) or call at **(619) 865-9318 (DSN: 526)** and leave a voice message.

With respect to our schedule, USS SHOUP was launched on 22 November 2000 and Christened on 24 February 2001 at the Ingalls Shipbuilding facility, Pascagoula, MS. The Commissioning Ceremony is TBD in summer of 2002. The Official Homeport for USS SHOUP is Everett, WA!

On behalf of the finest crew in the military and myself, I welcome you to the USS SHOUP (DDG 86) family! I am proud to serve as your Commanding Officer and look forward to working with you!

Victoria Per Perserverantiam Venit!  
CDR E. Bernard Carter  
Commanding Officer, USS SHOUP (DDG 86)

# USS SHOUP (DDG 86) NAMESAKE BIOGRAPHY



## GENERAL DAVID MONROE SHOUP

General David Monroe Shoup served as the twenty-second Commandant of the Marine Corps from January 1, 1960 until his retirement from active service, December 31, 1963.

As a colonel in World War II, General Shoup earned the Nation's highest award, the **Medal of Honor**, while commanding the Second Marines, 2d Marine Division, at Betio, a bitterly contested island of Tarawa Atoll. The British Distinguished Service Order was also awarded him for this action. The following citation accompanied his award of the Medal of Honor:

"For conspicuous gallantry and intrepidity at the risk of his own life above and beyond the call of duty as commanding officer of all Marine Corps troops in action against enemy Japanese forces on Betio Island, Tarawa Atoll, Gilbert Islands, from November 20 to 22, 1943.

"Although severely shocked by an exploding shell soon after landing at the pier, and suffering from a serious painful leg wound which had become infected, Colonel Shoup fearlessly exposed himself to the terrific relentless artillery, and rallying his hesitant troops by his own inspiring heroism, gallantly led them across the fringing reefs to charge the heavily fortified island and reinforced our hard-pressed thinly-held lines. Upon arrival at the shore, he assumed command of all landed troops and, working without rest under constant withering enemy fire during the next two days conducted smashing attacks against unbelievably strong and fanatically defended Japanese positions despite innumerable obstacles and heavy casualties. **Colonel Shoup's battle report from Tarawa stated simply:**

**"Casualties many; Percentage of dead not known; Combat efficiency; we are winning."**

(Colonel David M. Shoup, USMC, Tarawa, 21 November 1943.)

# USS SHOUP (DDG 86) NAMESAKE BIOGRAPHY (con't)

"By his brilliant leadership, daring tactics, and selfless devotion to duty, Colonel Shoup was largely responsible for the final, decisive defeat of the enemy and his indomitable fighting spirit reflects great credit upon the United States Naval Service."

General Shoup was the 25th Marine to receive the Medal of Honor in World War II. The late **James V. Forrestal**, then Secretary of the Navy, presented it to him on January 22, 1945.

The general was born December 30, 1904, at Battle Ground, Indiana. A 1926 graduate of DePauw University, Greencastle, Indiana, he was a member of the Reserve Officers Training Corps at the University. He served for a month as a second lieutenant in the Army Infantry Reserve before he was commissioned a Marine second lieutenant on July 20, 1926.

Ordered to Marine Officers Basic School at the Philadelphia Navy Yard, Lieutenant Shoup's instruction was interrupted twice by temporary duty elsewhere in the United States, and by expeditionary duty with the Sixth Marines in Tientsin, China. After serving in China during most of 1927, he completed Basic School in 1928. He then served at Quantico, Virginia; Pensacola, Florida; and San Diego, California.

From June 1929 to September 1931, Lieutenant Shoup was assigned to the Marine detachment aboard the *USS MARYLAND*. By coincidence, the *USS MARYLAND* was the flagship for the assault on Tarawa 12 years later --providing emergency Naval gunfire support with her 16-inch guns early on D-Day. On his return from sea duty, he served as a company officer at the Marine Corps Base (later Marine Corps Recruit Depot), San Diego, until May 1932 when he was ordered to the Puget Sound Navy Yard, Bremerton, Washington. He was promoted to first lieutenant in June 1932.

Lieutenant Shoup later served on temporary duty with the Civilian Conservation Corps in Idaho and New Jersey from June 1933 to May 1934. Following duty in Seattle, Washington, he was again ordered to China in November 1934, serving briefly with the Fourth Marines in Shanghai, and, subsequently, at the American Legation in Peiping. He returned to the United States, via Japan, early in June 1936 and was again stationed at the Puget Sound Navy Yard. He was promoted to captain in October 1936.

Captain Shoup entered the Junior Course, Marine Corps Schools, Quantico, in July 1937. On completing the course in May 1938, he served as an instructor for two years. In June 1940, he joined the Sixth Marines in San Diego. He was promoted to major in April 1941.

One month later, Major Shoup was ordered to Iceland with the Sixth Marines and, after serving as Regimental Operations Officer, became Operations Officer of the 1st Marine Brigade in Iceland in October 1941. For his service in Iceland during the first three months after the United States entered World War II, he was awarded the Letter of Commendation with Commendation Ribbon. He assumed command of the 2d Battalion, Sixth Marines, in February 1942. On returning to the States in March, the 1st Marine Brigade was disbanded and he returned with this battalion to San Diego. In July 1942, he became Assistant Operations and Training Officer of the 2d Marine Division. He was promoted to lieutenant colonel in August 1942.

Sailing from San Diego aboard the *USS MATSONIA* in September 1942, Lieutenant Colonel Shoup arrived at Wellington, New Zealand, later that month. From then until November 1943, he served as G-3, Operations and Training Officer of the 2d Marine Division during its training period in New Zealand. His service in this capacity during the planning of the assault on Tarawa earned him his first Legion of Merit with Combat "V". During this period he also served briefly as an observer with the 1st Marine Division on Guadalcanal in October 1942 and with the 43d Army Division on Rendova, New Georgia, in the summer of 1943, earning a Purple Heart in the latter operation.

Promoted to colonel November 9, 1943, Colonel Shoup was placed in command of the Second Marines (Reinforced), the spearhead of the assault on Tarawa. During this action he earned the Medal of Honor as well as a second Purple Heart. In December 1943, he became Chief of Staff of the 2d Marine Division. For outstanding service in this capacity from June to August 1944, during the battles for Saipan and Tinian, he was again awarded the Legion of Merit with Combat "V". He returned to the United States in October 1944.

On his return to the States Colonel Shoup served as Logistics Officer, Division of Plans and Policies, Headquarters Marine Corps. He was again ordered overseas in June 1947. Two months later he became Commanding Officer, Service Command, Fleet Marine Force, Pacific. In June 1949, he joined the 1st Marine Division at Camp Pendleton as Division Chief of Staff. A year later he was transferred to Quantico where he served as Commanding Officer of the Basic School from July 1950 until April 1952. He was then assigned to the Office of the Fiscal Director, Headquarters Marine Corps, serving as Assistant Fiscal Director. He was promoted brigadier general in April 1953.



# USS SHOUP (DDG 86) NAMESAKE BIOGRAPHY (con't)

In July 1953, General Shoup was named Fiscal Director of the Marine Corps. While serving in this capacity, he was promoted to major general in September 1955. Subsequently, in May 1956, he began a brief assignment as Inspector General for Recruit Training. Following this, he served as Inspector General of the Marine Corps from September 1956 until May 1957. He returned to Camp Pendleton in June 1957 to become Commanding General of the 1st Marine Division.

General Shoup joined the 3d Marine Division on Okinawa in March 1958 as Commanding General. Following his return to the States, he served as Commanding General of the Marine Corps Recruit Depot, Parris Island, from May to October 1959. On November 2, 1959, he was promoted to lieutenant general and assigned duties as Chief of Staff, Headquarters Marine Corps.

General Shoup was nominated by President Dwight D. Eisenhower on August 12, 1959 to be the 22d Commandant of the Marine Corps, and the Senate confirmed his nomination for a four-year term. Upon assuming his post as Commandant of the Marine Corps on January 1, 1960, he was promoted to four-star rank.

On January 21, 1964, shortly after his retirement, General Shoup was awarded the Distinguished Service Medal by President Lyndon B. Johnson for exceptionally meritorious service as Commandant of the Marine Corps.

A complete list of the general's medals and decorations includes: the Medal of Honor, the Distinguished Service Medal, the Legion of Merit with Combat "V" and Gold Star in lieu of a second award, the Letter of Commendation with Commendation Ribbon, the Purple Heart with Gold Star in lieu of a second award, the Presidential Unit Citation, the Yangtze Service Medal, the Expeditionary Medal, the American Defense Service Medal with Base clasp, the European-African-Middle Eastern Campaign Medal, the Asiatic-Pacific Campaign Medal with four bronze stars, the American Campaign Medal, the World War II Victory Medal, the National Defense Service Medal, and the British Distinguished Service Order.

**General David Monroe Shoup** died 13 January 1983, and was buried in Section 7-A of Arlington National Cemetery.



**Colonel David M. Shoup, (Center holding the map)  
Betio Island, Tarawa Atoll**

Biography and Photos courtesy of the United States Marine Corps and the Family of General David Monroe Shoup

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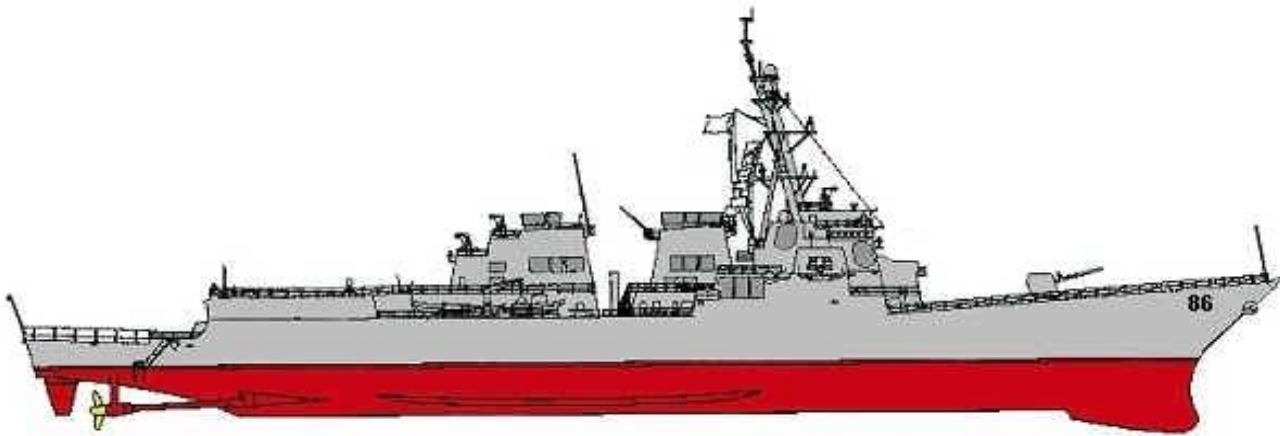
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## TRADITION OF THE “PLANKOWNER”



The term "**Plankowner**" dates back to the early years of shipbuilding in the days that Sailors were made of iron and ships were made of wood. Tradition states that according to a sacred law of the sea, each Sailor who serves as a member of the commissioning crew owns one plank of the ship, which he or she may claim after the ship, is decommissioned and she is disassembled. Although the *USS SHOUP* is not being built with wooden planks, once the ship is in commission, each Sailor aboard will have the special distinction and right to claim the title of “Plankowner” in the finest tradition of the Naval Service. Each crewmember will receive a special certificate indicating his/her place of honor and to hold as a permanent record that they were the first.

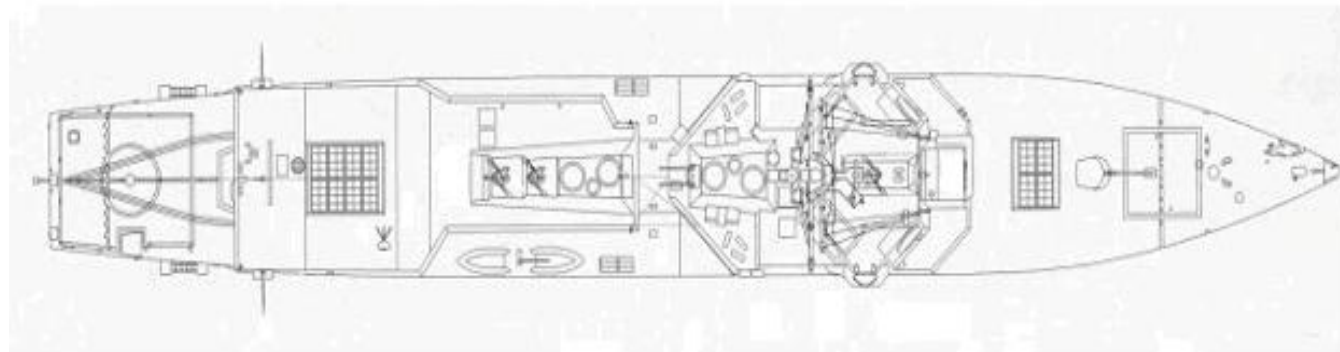
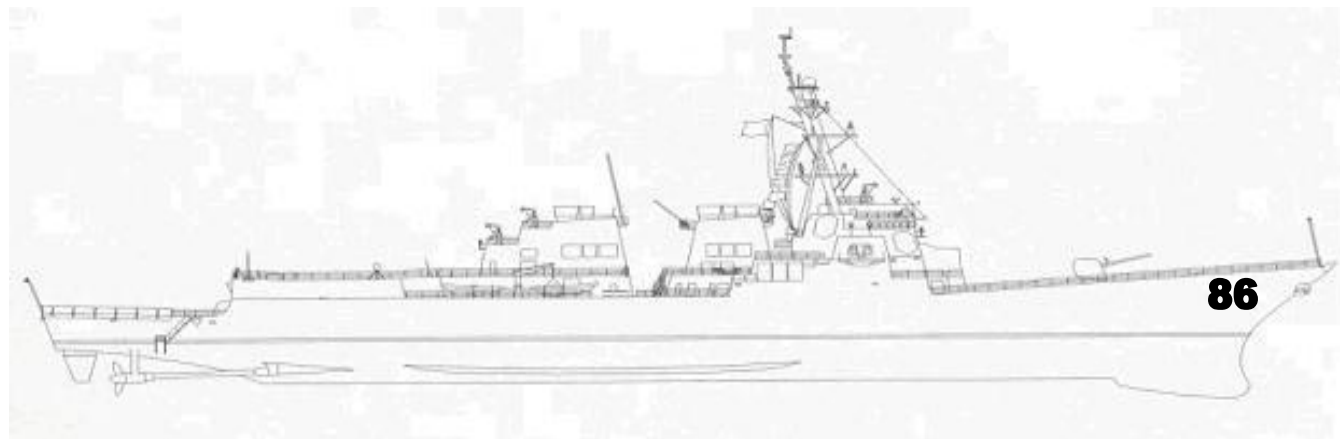


# SCHEDULED EVENTS

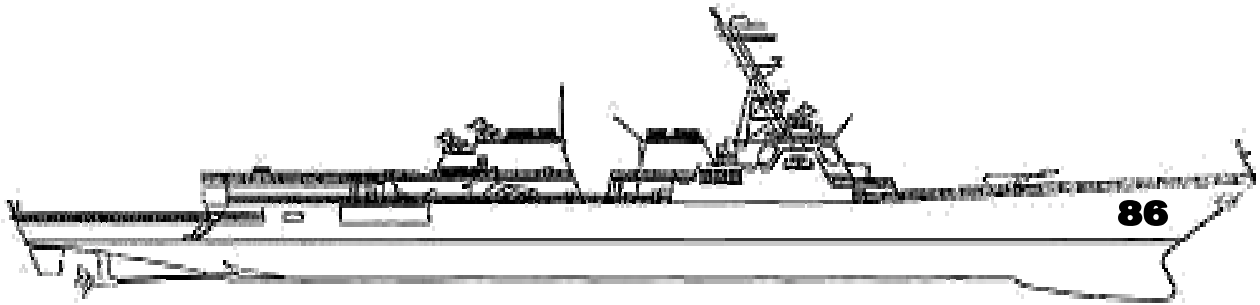
All dates are estimated

Events	Estimated Date
Start Fabrication	04-Jan-99
Keel Laying	13-Dec-99
Launching	22-Nov-00
Christening	24-Feb-01
ALO (Aegis Light-Off)	30-Apr-01
GLO (Generator Light-Off)	16-Jul-01
MELO (Main Engine Light-Off)	23-Jul-01
Dry Dock	08-Oct-01
Alpha \ COAB Trials	04-Dec-01 \ 18-Dec-01
Charlie Sea Trials	14-Jan-02
Incline	19-Jan-02
SCT (Ship Custody Transfer)	18-Feb-02
Sail Away	15-Apr-02
Commissioning (Location <b>TBD</b> )	<b>TBD-02</b>
FCT (Final Contract Trials)	05-Aug-02
PSA (Post Shutdown Assessment)	16-Sep-02 \ 09-Dec-02

**NOTE:** Shipyard milestones are as of 14 FEB 2001, DDG-51 class Master Planning Schedule.



# CHARACTERISTICS



Hull Length (Overall)	510'
Max Breadth, over plating	66'
Draft, Navigation	33'
Displacement (Full)	9180 Tons
Speed	30+ Knots

## WEAPONS

- AEGIS Weapons System
- Two, MK 41 Vertical Launching Systems
- Adv. Tomahawk Land Attack Missile Weapon System
- MK 36 MOD 12, Decoy Launching System
- One, MK45 MOD 1, 5"/62 caliber Gun Mount
- Two, MK 32 MOD 14, Triple Torpedo Tubes
- AN/SLQ-25A NIXIE Torpedo Counter-measure Sys.
- Enhanced Sea-Sparrow Missile System (ESSM)

## SENSORS

- AN/SPY-1D 3-D Search/Track Radar
- AN/SPS-64 (V) 9 Surface Search Radar
- AN/SLQ-32 (V) 2 Electronic Warfare System
- Sonobuoy Sensor Processing System
- AN/SPS-67 (V) 3 Surface Search Radar
- AN/SQS-53C (V) 14 Hull Mounted Sonar
- AN/SQQ-28 (V) 10 LAMPS MK III

## ENGINEERING

- 4, LM2500 Marine GTE's (105,000 SHP)
- 3, Allison 501 K-34, 2500 kW GTG Sets
- 2, Shafts with CRP (Controllable Rev. Pitch) Propellers
- 2, Rudders

## HELICOPTERS

- 2, SH-60B/R Light Airborne Multi-Purpose System (LAMPS) MK III Helicopters

## U.S. NAVY LEGACY CONTINUES

The USS SHOUP (DDG 86) is the 36<sup>th</sup> ship in the Arleigh Burke (DDG 51) class of Aegis guided missile destroyers. The U. S. Navy's most powerful. The USS SHOUP will operate with aircraft carriers and battle groups in high-threat environments; she will also provide essential escort capabilities for Navy amphibious forces and auxiliary ships.

Destroyers continue to be the workhorse of the Navy's surface fleet, and modern naval threats dictate that Aegis destroyers be prepared to conduct simultaneous operations in multi-threat environments that include air, surface, and subsurface targets. Destroyers conduct a variety of missions, from peacetime presence and crisis management to sea control and power projection, around the clock and around the world in support of the nation's military strategy.

The USS SHOUP (DDG 86) is the most multi-mission capable ship built to date. The ship's cutting-edge designs for propulsion, tactical flexibility, and survivability will ensure its place in our defense arsenal to carry out the Navy's mission well into the 21<sup>st</sup> Century.

# COMMANDING OFFICER'S BIOGRAPHY



## **CDR E. BERNARD CARTER, USN COMMANDING OFFICER PRECOMMISSIONING UNIT SHOUP (DDG-86)**

### **PERSONAL**

CDR Carter is a graduate of the Citadel and a native of South Carolina.

### **ASSIGNMENTS**

His most recent assignment was Chief, advanced Technology/Technology risk assessment for the Technology Assessment under the Directorate for Intelligence Production (DI) Defense Intelligence Agency (DIA) from October 1998 to August of 2000.

Prior to reporting to DIA, CDR Carter served onboard the USS COLE (DDG 67) as the Executive Officer from June 1997 until September 1998. The USS Cole was home ported in Norfolk, Virginia. During his time as XO, CDR Carter completed a deployment to the Mediterranean and Persian Gulf.

From July 1995 to November 1997, CDR Carter was a Resource sponsor (N86) for guns, missiles, and small firearms for the Chief of Naval Operations. In this position he assisted in championing the new 5"/62 MK 45 gun presently installed on DDG-81 and above.

As a student from 1994 to 1995 Attending the Army's Command and General Staff College, Located in Ft. Leavenworth, Kansas. CDR Carter completed the Joint Professional Military Education (JMPE phase I) and a Master of Military Arts and Sciences (MMAS).

From July 1991 through May 1994, he served as Weapons and Combat Systems Officer onboard the USS LAKE CHAMPLAIN (CG 57). During this tour CDR Carter completed two Persian Gulf deployments as Air Defense Commander (ADC) for the LINCOLN and NIMITZ Battle Groups. The LAKE CHAMPLAIN received two Battle "E" awards during this tour.

From 1983 to 1990 his initial Sea and shore rotations included tours as lead instructor for the Anti-Submarine warfare Commander's course located at the Fleet Anti-Submarine Warfare center located in Norfolk, VA. Fire Control and Anti-Submarine Warfare Officer, USS YORKTOWN (CG 48) and Main Propulsion Assistant on USS MCCandless FF-1084. During these tours he completed deployments to the North Atlantic and Mediterranean Sea as well as the Indian and Western Pacific Oceans.

# **EXECUTIVE OFFICER'S BIOGRAPHY**



**LCDR ANDREW L. FEINBERG, USN  
EXECUTIVE OFFICER  
PRECOMMISSIONING UNIT SHOUP (DDG-86)**

## **PERSONAL**

A native of Cherry Hill, New Jersey, graduated from Drexel University with a Bachelor of Science in Electrical Engineering in 1989 and received his commission through the Naval Reserve Officer Training Corps (NROTC) program.

## **ASSIGNMENT**

His initial assignment was to the guided missile frigate USS JOHN A. MOORE (FFG 19), assigned to the naval reserves. He served in numerous billets including Combat Information Center Officer, Anti-Submarine Warfare Officer, and Auxiliaries and Electrical Officer. During this tour, he completed a deployment to the Western Pacific Ocean, numerous law enforcement operations, and requirements to support naval reserve operations.

LCDR Feinberg's next assignment was as the Fire Control Officer in the cruiser USS COWPENS (CG 63). During this tour, he completed his second deployment to the Western Pacific Ocean.

Also a sea-command, the next assignment, he served as the Weapons and Combat Systems Officer for the guided missile destroyer USS JOHN PAUL JONES (DDG 53). During this tour, he completed a deployment to the Arabian Gulf in support of United Nations sanctions.

His only shore assignment has been to the Naval War College where he earned a Master of Arts degree in National Security and Strategic Studies.

## **AWARDS**

His personal awards include the Navy and Marine Corps Commendation Medal (with two gold stars), the Navy and Marine Corps Achievement Medal, and various unit awards.

# **COMMAND MASTER CHIEF’S BIOGRAPHY**



## **ELECTRICIAN’S MATE MASTER CHIEF (SURFACE WARFARE / AIR WARFARE)**

**W. MICHAEL STREAM**

## **COMMAND MASTER CHIEF, USN PRE-COMMISSIONING SHOUP (DDG-86)**

### **PERSONAL**

Master Chief Stream, a native of Roswell, New Mexico, grew up in a family that traveled to various states throughout the United States finally settling in Bend, Oregon. After graduating from Bend Senior High School, Bend, Oregon in 1977. He joined the Navy in April 1978 and completed Recruit Training in San Diego, California, followed by Interior Communications Electrician “A” School.

### **ASSIGNMENT**

His previous duty assignments include: the USS DAHLGREN (DDG 43), Norfolk, VA, USS NEW JERSEY (BB 62), Long Beach, CA, Naval Technical Training Center Treasure Island, Treasure Island, CA, USS ENTERPRISE (CVN 65), Oakland, CA, USS MERRIMACK (AO 179), Norfolk, VA, Assistant to the Naval Attaché, Cairo, Egypt, Fleet Training Center Norfolk, Norfolk, VA, Joint Military Contact Liaison Team, Riga, Latvia and USS WASP (LHD 1). Master Chief Stream is currently serving as the Command Master Chief of the USS SHOUP (DDG 86).

### **AWARDS**

His decorations include the Joint Service Commendation Medal, Navy and Marine Corps Commendation Medal with two Gold Stars, Navy and Marine Corps Achievement Medal with two Gold Stars, Joint Meritorious Unit Award, Navy Unit Commendation, Meritorious Unit Commendation, Navy Battle "E" Ribbon with three bronze “E”s, Navy Good Conduct Medal with one Silver Star, Navy Expeditionary Medal, National Defense Service Medal, Armed Forces Expeditionary Medal with two Bronze Stars, Southwest Asia Service Medal with Bronze Star, Armed Forces Service Medal, Sea Service Deployment Ribbon with one Silver Star and three Bronze Stars. He is also qualified as an Enlisted Surface Warfare Specialist, Enlisted Aviation Warfare Specialist and a Master Training Specialist.

# SECTION I – PCD SAN DIEGO, CA

## PCD SHOUP Mailing Address

Your Rank / Rate / Name  
PCD SHOUP (DDG 86)  
Fleet Training Center, Code N26  
3975 Norman Scott Road, Suite 1  
San Diego, CA 92136-5588

## Introduction

During the ship's construction the majority of crew members will initially be assigned to the Pre-Commissioning Detachment (PCD) in San Diego, prior to reporting to the ship building yard in Mississippi. While assigned to the PCD you will attend various schools to further your professional skills prior to reporting to the ship. If you have any questions, **please call the PCD SHOUP in San Diego at (619) 556-8964 / 5870, (DSN) 526-8964 / 5870**. Please feel free to contact the Command Master Chief (CMC) by email with any questions or concerns. CMDMC (SW/AW) W. Michael Stream **cmc@shoup.navy.mil** or call at **(619) 865-9318 (DSN: 526)**. Even if you don't have any questions at this time, it is good practice to contact your new duty station with your arrival information.

## Where to Report

Upon arrival in San Diego, report (in the uniform of the day) to PCD SHOUP, Fleet Training Center (FTC), 32<sup>nd</sup> Street, Naval Station, San Diego. The PCD is located in building 3292. Report to Admin Support in room #107. If reporting after normal working hours, report to FTC Quarterdeck in building 3290 to have your orders stamped and temporary berthing assigned. Parking is available just west of building 3290 (across from the bowling alley).

## Base Decals

Naval Base San Diego recognizes all DOD decals. You are not required to obtain a San Diego decal while on TAD to the base, provided you have a valid decal from another base. Issuance of a NAVSTA decal requires a valid driver's license, current state registration certificate, proof of insurance (Public liability and property damage in the amount of at least \$15,000 - \$30,000 - \$5,000 {15/30/5}), comply with California Vehicle Smog requirement (even if it is registered in another state), and a military identification. Personnel applying for a motorcycle base decal will be required to produce a valid stamped license and successfully complete the motorcycle defensive driving course prior to issuance of decal.

## IF YOU DRINK, DON'T DRIVE!

California does not require a blood alcohol test to charge you with drunk driving. This charge is not only expensive, will lead to jail time and jeopardize, if not end, your career. You can be determined to be under the influence without taking a blood alcohol test.

## Driving Directions

From I-8 West/I-15: Take I-15 south to Harbor Boulevard, which leads to 32<sup>nd</sup> Street. The immediate signal light is Norman Scott Road. A left turn is **not** allowed from the freeway off-ramp. Just past the signal light is a turn around point where a U-Turn may be legally made. Turn right at Norman Scott road and proceed through the gate. About ½ mile on the left is the FTC training complex. The PCD Building will be on your left. It is a 4-story building (Bldg. # 3292). Parking is available across from the bowling alley (next to the Fire Dept), also directly across from the FTC complex is a parking lot. Do not park in a designated parking spot. **See map on pg. 13 / 14**

From I-5 South: Take the 28<sup>th</sup> Street West exit and turn left at the first light (Main Street). Turn right onto 32<sup>nd</sup> St. To the second signal light. Turn left onto Norman Scott Road and Proceed through the gate. About ½ mile on the left is the FTC training complex. The PCD Building will be on your left. It is a 4-story building (Bldg. # 3292). Parking is available across from the bowling alley (next to the Fire Dept), also directly across from the FTC complex is a parking lot. Do not park in a designated parking spot. **See map on pg. 13 / 14**



# SECTION I – PCD SAN DIEGO, CA (con't)

## Flying To San Diego, CA

From **Lindbergh field, San Diego, Ca**: There is a variety of transportation available from Lindbergh Field. **If you contact the PCD prior to your arrival, at (619) 556-8964 / 5870**, you will be met at the airport. Transportation from the airport using the USO SHUTTLE, **1-800-9-SHUTTLE** (located in Terminal 2) will cost \$8.00. A Commercial taxi to the Naval Station dry side (Donnelly Hall, Bldg. 3362) is about \$25.00. There are several routes into San Diego and the Naval Station.

Mile	Instruction	For	Toward
0	Depart near Coronado on Local road(s) (South)	153 yds	
0.1	Turn RIGHT (West) onto Terminal 2	0.3 mi	
0.4	Continue (South) on Airport Exit	153 yds	
0.5	Continue (South) on Local road(s)	21 yds	
0.5	Turn LEFT (East) onto N Harbor Dr	2.0 mi	
2.4	Turn LEFT (East) onto W Grape St	0.4 mi	
2.8	Turn RIGHT (South-East) onto Ramp I-5 South	0.2 mi	I-5 South
3	Merge onto I-5 [San Diego Fwy]	4.3 mi	
7.3	Turn off onto Ramp	0.6 mi	Main St
8	Continue (South) on Yama St [Division St]	0.1 mi	
8.1	Bear RIGHT (West) onto Division St	32 yds	
8.1	Turn RIGHT (North-West) onto Norman Scott Rd	0.1 mi	
	Arrive Bldg 3292 corner of Craven St / Norman Scott rd		

### SUMMARY

Total distance: 8.2 miles

Length of trip: 17 minutes



# SECTION I – PCD SAN DIEGO, CA (con't)

## Mercer Hall Galley Hours

Breakfast	Mon-Fri 0600-0730	Sat/Sun/Holiday 0700-0930
Lunch	Mon-Fri 1100-1230	Sat/Sun/Holiday 1000-1200
Dinner	Mon-Fri 1630-1800	Sat/Sun/Holiday 1630-1830

## Curfew And Off Limits Establishments

Numerous locations in the San Diego area have been placed off limits to Sailors. You will receive a comprehensive brief on these establishments and the current curfew zones and times during your indoctrination at the PCD. Tijuana, Mexico is located just south of Naval Station San Diego. Be aware that there have been numerous incidents involving service members visiting after dusk. The buddy system must be used when traveling in a foreign country. There are Immigration and Naturalization Service (INS) highway inspection points at various locations around the San Diego area and smuggling illegal aliens or falsely presenting military identification cards are federal criminal offenses.

## Housing And Temporary Lodging

San Diego housing information is provided in the directory entitled, "San Diego Resource Guide" and "Assignment San Diego". These directories contain a complete description of options and services available to assist you and your family if moving to San Diego. The Military Family Housing Office can also provide a PCS Housing Assistance report. Both are available at the local Navy Housing Office located in BLDG 3544, on the hill across from the Navy Exchange and behind the USA Credit Union. See **Frequently Called Numbers** on the following pages for more information. They can also be reached at: <http://www.mfhds.navy.mil/> for housing sites and directions.

## Getting Around in San Diego, CA

There is ample public transportation available in the area. A comprehensive trolley system runs to the base and taxi service is available around the clock. Numerous area maps are available from Family Service Center (located on the hill across from NAVSTA Exchange).

## Coronado

Trolley north to American Plaza Transfer Station. Walk to Broadway Pier, Take Coronado Ferry. Take Bus #904 around Coronado.

CORONADO CENTRAL BEACH: Runs along Ocean Boulevard with a back drop of fine homes and mansions. Along with Restrooms and shower facilities. Lifeguards are on duty. Tide pools, fishing in front of the Hotel del Coronado.

GLORIETTA BAY BEACH: Located south of the Hotel del Coronado and City Hall, Offers a unique view of the Glorietta Bay and the San Diego-Coronado Bridge. There is a large grass-filled park, small beach area.

CORONADO GOLF COURSE: Public course features 18 holes with backdrop of Glorietta Bay, San Diego-Coronado Bridge and the Hotel del Coronado. A Driving range, pro-shop, grill and meeting rooms available. (619) 435-9485

BOATING AND FISHING: Glorietta Bay Marina (619) 435-5203, and Loews' Crown Isle Marina (619) 424-4000. Both feature boat rentals ranging from paddleboats to sailboats to jet skis to deep-sea fishing. Charter connection dining yachts is anchored at Glorietta Bay Marina. Water-skiing in South Bay off Loews Marine. Fishing on pier at Ferry landing Marketplace. Fishing off Hotel del Coronado breakwater. Surf-fishing along the ocean.

## San Diego Beaches

MISSION/PACIFIC BEACH: Trolley north to Miranda/Linda Vista. Take Bus #27 to Mission Blvd. This takes you past both Mission and Pacific Beach.

OCEAN BEACH: Trolley north to Civic Center Station, walk to 1<sup>st</sup> and Broadway. Take bus #34 northbound, direct to the Roller Coaster, walk to the beach.

IMPERIAL BEACH: Trolley south to Palm Ave. Take Bus #933 westbound to the corner of Imperial Beach Blvd and Connecticut ST.

## Area Attractions

BALBOA PARK / RUEBEN H. FLEET / MUSEUMS / SAN DIEGO ZOO: Trolley north to City College Station, 12<sup>th</sup> and C. Walk to corner of 12<sup>th</sup> and B, take #7 direct to Balboa Park.

DEL MAR RACE TRACK AND FAIR: Trolley to 3<sup>rd</sup> Avenue and Broadway in front of U.S. Grant Hotel, #34 northbound, transfer at the VA Hospital to #301 to Via de la Valle.

GASLAMP QUARTER: Trolley to Imperial and 12<sup>th</sup> Trolley Transfer Station. Go to back of building, get on east line trolley "El Cajon" going west, get off at Gas lamp Quarter.

OLD TOWN / BAZAAR DEL MUNDO: Trolley to 5<sup>th</sup> Avenue, stop at 5<sup>th</sup> and C, walk to 5<sup>th</sup> and B in front to California First Bank, take #5 or #105 northbound.

SAN DIEGO QUALCOMM STADIUM: Trolley north to City College Station at 12<sup>th</sup> and C, walk to 10<sup>th</sup> and C, take bus marked Stadium.

SEA WORLD: Trolley north to Civic Center Station, walk to corner of Broadway and Kettner, take #9 marked Sea World.

WILD ANIMAL PARK: No service on weekends. Weekday service, trolley to City College Station at 11<sup>th</sup> and C, walk to 11<sup>th</sup> and B, take #20 Express marked North County Faire / Rancho Bernardo, at Montgomery Wards transfer #307.

ICE SKATING AT UNIVERSITY TOWN CENTRE: Trolley north to Civic Center Station, walk to 4<sup>th</sup> and Broadway, in front of Thrifty Jr., take #30 Express of #34 on Weekends or after 6 p.m.

SAN DIEGO LINDGERGH FIELD: Trolley north to Santa FE Depot, walk to Kettner and Broadway, take 32 marked Airport.

# SECTION I – PCD SAN DIEGO, CA (con't)

## Malls And Movie Theaters

FASHION VALLEY: Trolley north to City College Station at 12<sup>th</sup> and C, walk to 12<sup>th</sup> and B (by the Chevron station), take #20 marked rancho Bernardo / North County Faire. (Mall and AMC Fashion Valley 4 Theater)

GROSSMONT CENTER: Take Trolley to 12<sup>th</sup> and Imperial, take trolley marked EL Cajon, get off at Grossmont Center. (Mall and Pacific Cinema Theater)

HORTON PLAZA: Trolley to Fifth Street Trolley Station, Walk one block down Fifth Street to Broadway, Turn right and walk one block Horton Plaza is on left. (Mall and UA Theater)

MARKET PLACE AT THE GROVE: Trolley to 5<sup>th</sup> Ave, walk to C and 4<sup>th</sup>, take bus #5 or #16. (Mann 9 Theater)

NORTH COUNTRY FAIRE: Trolley to City College Trolley Station at 11<sup>th</sup> and C, walk one block to 11<sup>th</sup> and B, #20 Express marked Rancho Bernardo / North County Faire. DO NOT TAKE #20a or #20b.

PLAZA BONITA: Take Trolley south to 24<sup>th</sup> Street in National City; take #601 or #602 to Plaza Bonita.

SWEETWATER TOWN & COUNTRY SHOPPING CENTER: Trolley south to 24<sup>th</sup> Street in National City, take #601 to Sweet Water Town and Country Shopping Center. (Mall and Theater)

UA, CHULA VISTA THEATER: From the bus stop at Harbor and 32<sup>nd</sup> Street, take bus #706 to the UA Chula Vista Theater.

## TIJUANA, MEXICO

### DO...

- Use the buddy system; traveling alone into Mexico makes you an easy target for the criminals and the police.
- Buy Mexican Insurance if you do drive. Your U.S. policy, almost without exception, is not good in Mexico.
- Remember that even a minor accident can result in your being imprisoned in a Mexican jail until money for damages and criminal penalties is available.
- Take the least amount of money and personal property (watches, jewelry, etc.) that you can get along with.
- Stay out of arguments, they lead to fights, which will lead to imprisonment in a Mexican Jail.
- Stay in well light areas and avoid dark streets and alleys.

### DON'T...

- Go alone.
- Drive unless absolutely necessary.
- Take a rented car into Mexico you are not insured and may end up paying for the price of a new car.
- Go to Mexico in uniform.
- Argue with shopkeepers, bartenders or businessmen.
- Take property belonging to someone else.
- Carry weapons, including pocketknives, while in Mexico. (Possession will result in imprisonment)
- Interfere with police in the performance of their duties.
- Wander from the main streets.
- Be on any street late at night.

## REASONING

Tijuana is the biggest reason for sailors being involuntarily processed out of the navy in the San Diego area. Even if you are not looking for trouble, trouble is looking for you in Tijuana. If you are put in a Mexican Jail the Navy has no way to get you out, and must mark you UA after 30 days you are declared a deserter (This is considered a Federal Offense) and processed out upon your return. If you should find yourself in trouble demand to see your consulate representative. Tijuana is a different country with a different set of rules. If you don't know those rules and respect them you will get into trouble. If you don't believe this warning, ask to see the Tijuana incident report that comes out every week and details several different thefts, beatings and stabbings that occurred in Tijuana within the last few days, and you can bet that every one of the injured sailors believed that it was safe and ignored a similar warning.

## DRINKING

We are not going to tell you not to drink, we will tell you to drink responsibly: Being a short haired American in Mexico makes you ten times more likely to be involved in an incident. Drinking increase that likelihood a hundred times. Even if you are not drunk, drinking can impair your judgment and get you in trouble. So if you do drink remember drink responsibly. That means not drinking excessively and not drinking alone.

# SECTION I – PCD SAN DIEGO, CA (con't)

## Frequently Called Numbers for San Diego, CA (Area Code: 619)

### Services

Medical (Sick Call)	556-8101
Dental	556-8240
Legal	556-1663
California Highway Conditions	(800) 427-7623
Visitor information	236-1212
National/Local Weather Forecast	289-1212
Commissary, Naval Station	556-7199
Main Exchange, Naval Station	544-2259
Fleet Exchange, Naval Station	544-2248
Shore Patrol Headquarters	556-1859
Theater Naval Station (Movie Times Recording)	556-6062
RECYARD Enlisted Recreation Center	556-7550
Bowling Center	556-7486
Tours and Tickets	556-2174
Chapel	556-1921
Galley (Mercer Hall)	556-7036 / 9
Pass and Decal	556-1651
Post Office	556-3530
Housing Office Welcome Center Switchboard	556-8443 DSN: 526-8443

### Naval Hospital

Information	532-6400
Naval Hospital Appointments	532-8225
Prescription Refill Service	532-8418 / 19 / 20
Children's Waiting Room	532-6665
Emergency Room	532-8275
Outpatient Administration Services	532-8333
Primary Care Clinic	532-8225
Health Benefits (Tri-Care/CHAMPUS)	532-8328
Tri-care Service Center	(800) 242-6788

### Base Operators

Naval Station, San Diego	556-1011
NAS North Island	545-1011
NAB Coronado	437-2011
Naval Submarine Base	553-1011
Military Information Desk (San Diego Lindbergh Field Airport)	231-7361

### Household Goods

Entitlement Appointments and Claims	556-8769
Incoming	556-8755
Outgoing	556-8736
Quality Assurance	556-8775

### PSD

Customer Service	556-1937
Disbursing	556-1968
Education Services	556-2002

## **SECTION I – PCD SAN DIEGO, CA (con't)**

### **Navy Lodges**

MACS Miramar	(858) 271-7111
Naval Station	234-6142
North Island	435-0191

### **BEQ (Bachelor Enlisted Quarters)**

Central Assignments	556-8672
Naval Amphibious Base	437-3494 / 5
NAS North Island	545-9551
Naval Submarine Base	226-0328

### **BOQ (Bachelor Officer Quarters)**

Central Assignments	556-8672
Naval Amphibious Base	437-3860 / 1
NAS North Island	545-7545
Naval Submarine Base	553-9381

### **Child Care**

Child Care Resource Referral Service (First Call)	556-8491
Naval Station	556-7466
Family Home Day Care	556-7394
Naval Amphibious Base	437-3471
NAS North Island	545-7226
Naval Sub Base	553-0765

### **FSC (Fleet and Family Support Centers)**

Naval Station	556-7404
NAS North Island	545-6071
Naval Sub Base	553-7505

### **Red Cross**

Naval Station, BLDG 270	556-7061
NAS North Island	545-7318
Headquarters, 3650 Fifth Avenue, San Diego	291-2620

### **Navy / Marine Corps Relief Society**

Naval Station	556-8283
Visiting Nurse	232-9070
NAS North Island	545-7202

**For more information on San Diego bases and surrounding areas via the Internet:**

**<http://www.navy.mil/>** for general information.

**<http://www.bupers.navy.mil/>** for the Navy Quality of Life Mail information.

**<http://www.cpf.navy.mil/>** for the Commander In Chief, U.S. Pacific Fleet information.

**<http://www.cnbsd.navy.mil/>** for Naval Station San Diego area information.

**<http://www.nmcscd.med.navy.mil/>** for Naval Hospital San Diego information.

**<http://www.cnet.navy.mil/cnet/ftcsnd/index.html>** for Fleet Training Center, San Diego information.

## SECTION II – PCU PASCAGOULA, MS

### MAILING ADDRESS

Your Rate/Rank/Name  
PCU SHOUP (DDG 86)  
P.O. Box 7003  
Pascagoula, MS 39568-7003

### SHIPPING ADDRESS

Your Rate/Rank/Name  
PCU SHOUP (DDG 86)  
West Administration Annex Bldg.  
1000 Ingalls Access Rd.  
Pascagoula, MS 39567

### PCU Telephone Numbers

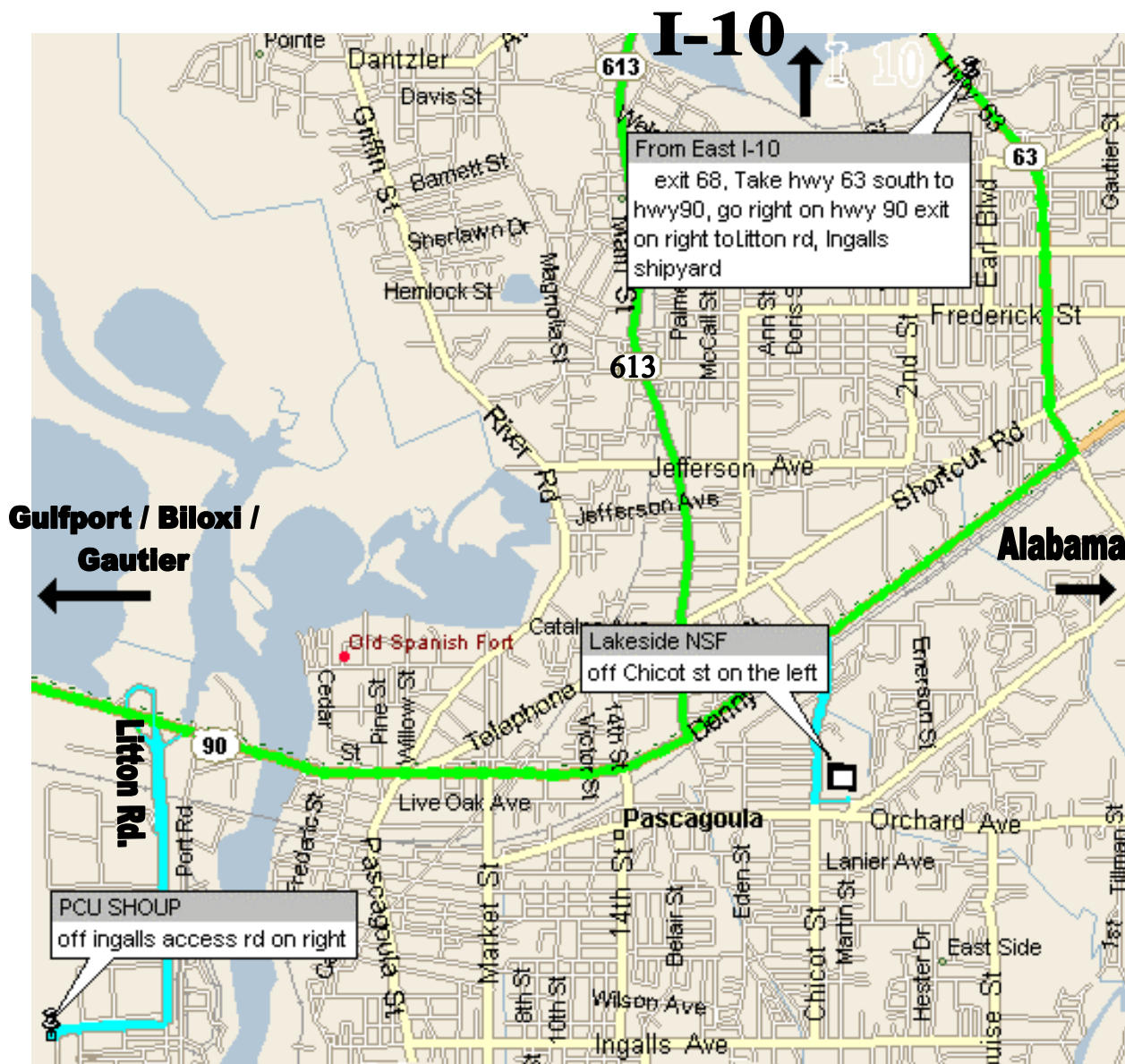
(228) 769-4668 / 4557 (DSN: 457)  
**Fax:** (228) 769-4589 (DSN: 457)  
**Duty Cell phone:** (228) 990-7893

### E-Mail, Point Of Contact:

- CMC: CMDMC (SW/AW) W. Michael Stream  
[cmc@shoup.navy.mil](mailto:cmc@shoup.navy.mil)

- *Future Website* PCU SHOUP (DDG-86)  
<http://www.shoup.navy.mil/>

Please contact the Command Master Chief (CMC) by email with any questions or concerns. CMDMC(SW/AW) W. Michael Stream [cmc@shoup.navy.mil](mailto:cmc@shoup.navy.mil)). Even if you don't have any questions at this time, it is good practice to contact your new duty station with your arrival information.





## SECTION II – PCU PASCAGOULA, MS (con't)

### Where to report

If you arrive in the area between 0700 and 1530 Monday through Friday, report to the Precommissioning Unit (PCU) Office located inside the West Administration Annex Building on the Ingalls Shipyard, West Bank. **After working hours**, report to the Lakeside Naval Support Facility (NSF). The uniform of the day is required when reporting aboard regardless of the hour or day. Please contact the PCU in advance to let us know what your travel intentions are. We are here to assist you.

### Flying to Pascagoula, MS

If you fly into Mobile, Alabama or Gulfport, Mississippi, transportation to Pascagoula is limited. Basically, here are three options:

1. **Ahead of time**, phone, fax or email the PCU let us know your arrival time and flight number. The PCU will plan to meet you at the airport and provide transportation to the PCU, Lakeside NSF, or a hotel, as appropriate. This is clearly the desired option.
2. Contact the PCU at **(228) 769-4668 / 4557** or **(DSN 457-xxxx)** from 0700 until 1530 Monday through Friday. A duty driver will be provided. After normal working hours, call the Duty Cell phone at **(228) 990-7893**. Collect calls will be accepted in case of an emergency.
3. Take a taxi directly into Pascagoula. This option will cost between \$40.00 and \$60.00, and should be your last resort.

### Commercial Air Service

The most comprehensive and economical commercial air service for Jackson County is through **Bates field**, the airport located in Mobile, Alabama, which is thirty-three (33) miles from downtown Pascagoula. Delta, American and Northwest Airlines provide commercial air service from this airport. The major service is to Atlanta, with other prime destinations being Memphis, Dallas, Nashville, and Houston.

Located twenty (20) miles to the west is the **Gulfport-Biloxi regional airport**. This airport is serviced by four (4) airlines: Continental Express, Northwest Air link, Reno Air, and ASA/Delta.

**Trent Lott International Airport** is located just off I-10 in Moss Point and opened on October 8, 1990. The airport has a 6,500 ft paved runway and is capable of handling aircraft of 60,000 lbs. landing weight. Jet fuel, hangers, and full-lighting equipment are available at the airport

### Driving to Pascagoula, MS

From the west, 2 hours east of New Orleans, LA, about 45 minutes east of Gulfport, MS, and about 30 minutes east from Biloxi. From interstate 10, take exit 61, south into Gautier (pronounced: Go'Shey). From 61, south go east (left) on Hwy 90, approximately 9 miles. Take the turn-off on Litton rd. to Ingalls shipyard. At the second signal light turn right. Follow Ingalls access road to the West Administration Annex Bldg (first bldg on the right side of the road).

From the east, Pascagoula is about 45 minutes west of Mobile, AL and 1 ½ hours west of Pensacola, FL. Take I-10 to hwy 63 exit, go south to hwy 90. Head west (right on hwy 90) to Litton rd. Take the turn-off towards Ingalls shipyard at the second signal light turn right. Follow Ingalls access road to the West Administration Annex Bldg (first bldg on the right side of the road). **See map on page 20.**

### Travel To The PCU At The Shipyard (during normal working hours)

Normal working hours (0700-1530): Unreserved parking spaces are available. If applicable designated parking is for selected Crewmembers. Report to the personnel office on the 1<sup>st</sup> deck. **See Driving to Pascagoula, MS (above).**

### Travel To Lakeside NSF, CBQ (after working hours)

After working hours (1530-0700): From the shipyard, go east on Hwy 90. Continue past the hospital on your left to the next light, which is: Chicot Road. Turn right on Chicot Road. About one half mile down on your left, you will see a park, a lake and then NSF Lakeside. Lakeside CBQ staff will endorse your orders and assign berthing. **See map on previous page.**

### Getting Around In Pascagoula, MS

PCU SHOUP will provide shuttle service as required to transport personnel between the PCU offices, Lakeside NSF CBQ and the Naval Station.

## SECTION II – PCU PASCAGOULA, MS (con't)

### Medical / Dental

Medical care is available at Naval Station Pascagoula for active duty personnel, military retirees, and their dependents. Call **(228) 761-2363 (DSN: 358)** for appointments. Patients desiring hospital or clinic services at Keesler Air Force Base (in Biloxi) must make appointments by calling **1-800-700-8603**. Dental care for active duty military personnel is available at the Dental Clinic, Naval Station Pascagoula. Emergencies are treated any time. Branch Dental Clinic phone: **(228) 761-2395, (DSN: 358)**.

### Other Information

The working uniform at the shipyard is utilities (E6 and below) and working khaki (E7 and above). Steel-toe boots/shoes are required. The Naval Station has a small exchange with a limited number of uniform items, so it's best to fill your sea bag before reporting to the PCU in Pascagoula. There is a full size Exchange and Commissary at Keesler AFB in Biloxi.

Naval Station Pascagoula is located on 187 acres of Singing River Island. <http://www.datasync.com/navsta/> It is a model for environmental quality. It has modern in-ground tanks and a vibrant recycling program. The pier is a 680-foot, state of the art, double deck pier with all services to the ships provided from the lower level. For a local area map of where Naval Station Pascagoula is located, access the Internet and go to, <http://www.datasync.com/navsta/map.gif>.

The Naval Station includes a waterfront area, ball fields, tennis courts, pavilions, and a nature trail. A Medal of Honor Park graces its premises. Seventeen Mississippi recipients of the medal are honored here. The buildings were built to a master plan designed to blend with the architecture of the local area.

### (FSC) Family Service Center

The Navy Family Service Center is located in the Singing River Mall, Gautier (Go'Shey), MS. They can be reached by phone at **(228) 497-4281**, e-mail at: [fsc@ns-pascagoula.navy.mil](mailto:fsc@ns-pascagoula.navy.mil). Or by regular mail at:

**Navy Family Service Center, Suite 1466, Singing River Mall, Gautier, MS 39553**

Also more information is available on their web page: <http://www.datasync.com/navsta/fsc/fsc.htm>.

### Housing Welcome Center

The Navy Housing Welcome Center is located on Gautier-Vancleave Road in the Baywood Village. They can be reached by phone at **(228) 761-2037**, e-mail at: [housingoffice@ns-pascagoula.navy.mil](mailto:housingoffice@ns-pascagoula.navy.mil). Or by regular mail at:

**Navy Housing Welcome Center, Baywood Village Suite 12, 3880 Gautier-Vancleave Rd, Gautier, MS 39553**

Also more information is available on their web page: <http://www.datasync.com/navsta/housing/housing.htm>.

For additional information on the Pascagoula area and support services available, visit the Standard Installation Topic Exchange Service (SITES) web page at: <http://www.dmdc.osd.mil/sites>. SITES packets for Pascagoula are also available at your local Family Service Center.

### Drivers License And Auto Registration Information:

Jackson County Courthouse  
600 Convent Ave  
Pascagoula, MS  
(228) 769-3000

Highway Safety Patrol  
2914 Shortcut Rd  
Pascagoula, MS  
(228) 769-3266

New drivers can get a learner's permit at age 15, and driver's license at age 16, with one catch. Anyone under age 19 must present a birth certificate and evidence of school enrollment before they can get behind the wheel. 15 -and 16-year-olds must have their applications notarized and signed by their parents.

License seekers who are over the age of 19 and who aren't official drivers in other states will also have to produce identification. The usual paper I.D. will suffice here: birth certificate, Social Security card, or marriage license.

## **DON'T DRINK AND DRIVE.**

Mississippi's, DUI laws are tough. Don't jeopardize your life, someone else's, or your career.

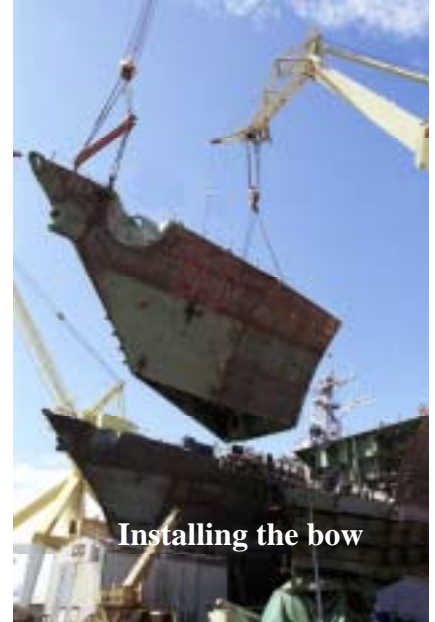
## SECTION II – PCU PASCAGOULA, MS (con't)

### Pascagoula Area Frequently Called Numbers (Area Code: 228)

Emergency (Police / Fire / Medical)	911
Non-Emergency / Security / Police	761-2020
Base Information	(DSN: 358) 761-2140 / 1 / 2
CDO pager	(228) 695-2090
Combined Bachelor Quarters	(DSN: 457) 769-4628
Chaplain	761-2010
Child Development Center	761-2524 / 5
Dental appointments	761-2395
Housing Welcome Center	(DSN: 358) 761-2037/2039
Keesler Federal Credit Union	761-5658 / 9
Medical After hours (Keesler emergency room)	(228) 377-6650
Medical appointments	1-800-700-8603
Medical Health Benefits advisor	(DSN: 358) 761-2363 / 2218
Navy Campus	761-2262
Navy Family Service Center	(DSN: 358) 497-4281
Navy and Marine Corps Relief Society	761-2263 / 75
NAVSTA Pascagoula, ADMIN office	761-2444
NAVSTA Public works trouble desk	761-2050
NEX	761-5133
NEX Barber Shop	761-5460
Pass & Decal	761-2017
Personal Property office (Keesler AFB)	(DSN: 597) 377-3212 / 9314 / 9315
Pharmacy	761-2333
Pharmacy refills	761-2233
Red Cross	762-2455
Self help store (on base use)	761-2090
SUPSHIP info	769-6160
TRICARE referral Biloxi region	(228) 385-6650

#### MWR

Cyber café	761-2402
Fleet recreation coordinator	761-2430
Gym / Sports / fitness director	761-2106 / 7
Outdoor recreation / rentals	769-4396
Single sailor coordinator	761-2432



To learn more about Pascagoula:

<http://www.pascagoula.com>

Or

<http://www.pascagoula.net/>

# SECTION II – PASCAGOULA AREA SCHOOLS

## Biloxi, Gulfport, Pascagoula

### Biloxi

#### Elementary K-6

Beauvoir Elementary  
2003 Lawrence Avenue  
Phone: (228) 436-5131  
Fax: (228) 388-4350

DuKate Elementary  
580 Howard Avenue  
Phone: (228) 432-7226  
Fax: (228) 374-5819

Gorenflo Elementary  
375 Lamuse Street  
Phone: (228) 436-5145  
Fax: (228) 374-6102

Howard II Elementary  
260 Howard Avenue  
Phone: (228) 436-3702  
Fax: (228) 374-6224

Jeff Davis Elementary  
340 St. Mary Blvd.  
Phone: (228) 436-5110  
Fax: (228) 374-6837

Lopez Elementary  
140 St. John Street  
Phone: (228) 432-7783  
Fax: (228) 374-6909

Popp's Ferry Elementary  
364 Nelson Road  
Phone: (228) 436-5135  
Fax: (228) 388-2313

#### Junior High 7-9

Fernwood Jr. High  
2829 Pass Road  
Phone: (228) 436-5120  
Fax: (228) 388-3840

#### Middle Schools

Bayou View Middle  
212 43rd Street  
(228) 865-4633

Gulfport Central Middle School  
1310 42nd Avenue  
(228) 870-1035

#### Junior High Schools

Central Junior High  
2015 15th Street  
(228) 865-4647

#### High Schools

Gulfport High  
100 Perry Street  
(228) 896-7525

### Pascagoula

#### Elementary Schools

Arlington Elementary School  
3511 Arlington Street  
(228) 938-6552

Beach Elementary School  
633 Market Street  
(228) 938-6428

Central Elementary School  
1100 Dupont Street  
(228) 938-6559

Cherokee Elementary School  
4102 Scovel Avenue  
(228) 938-6547

College Park Elementary  
2617 Ladnier Road  
(228) 522-8830

Eastlawn Elementary School  
2611 Ingalls Avenue  
(228) 938-6432

Gautier Elementary School  
505 Magnolia Tree Drive  
(228) 522-8824

Jackson Elementary School  
3203 Lanier Avenue  
(228) 938-6554

Lake Elementary School  
4504 Willow Street  
(228) 938-6422

Singing River Elementary School  
4601 Gautier Vancleave Road  
(228) 522-8838

#### Middle Schools

Colmer Middle School  
3112 Eden Street  
(228) 938-6473

Gautier Middle School  
1920 Graveline Road  
(228) 522-8807

Trent Lott Middle School  
2234 Pascagoula Street  
(228) 938-6462

#### High Schools

Pascagoula High School  
1716 Tucker Street  
(228) 938-6449

Gautier High School  
4307 Gautier Vancleave Road  
(228) 522-8786

## SECTION III – HOMEPORT - EVERETT, WA



### WEBSITES

The Washington State Information Network and Association of Multiple Listing Service [www.nwrealestate.com](http://www.nwrealestate.com)

Rental Partnership Program (RPP) <http://www.navylifePNW.com/navylife/RentalRPP.asp>

Homes For Sale/Rent By Military Members <http://www.mil-homes.com/milhomes/index.htm>

Housing Referral Service <http://www.navylifePNW.com/navylife/HousingReferral.asp>

Washington State Government Information and Services <http://www.access.wa.gov/>

Landlord Tenant Law <http://www.wa.gov/ago/consumer/lt/home.html>

Table of Allowances <http://www.navylifePNW.com/bah.htm>

Navy Housing Home page [www.housing.navy.mil](http://www.housing.navy.mil)

PCS Housing info [www.housing.navy.mil/pcshouse/](http://www.housing.navy.mil/pcshouse/)

Temporary Lodging / Realtor.com [www.realtor.com](http://www.realtor.com)

Navy Lodge Home Page [www.navylodge.mil](http://www.navylodge.mil)

Dept. of Defense QOL site [www.lifelines4qol.org](http://www.lifelines4qol.org)

BAH and per diem, rates [www.dtic.mil/perdiem](http://www.dtic.mil/perdiem)

The United States Navy Home Page [www.navy.mil](http://www.navy.mil)

School directory [www.asd.com](http://www.asd.com)

Local newspaper on the Internet <http://heraldnet.com/localnews/>

Relocation assistance <http://www.everett.navy.mil/relocation.htm>

## SECTION III – HOMEPORT - EVERETT, WA (con't)

### NAVAL STATION EVERETT PHONE DIRECTORY

Area Code: (425)      DSN: 727-XXXX

Afloat Training Group Pac Norwest	304-4728
Family Medical Appointments	304-4064
Base Information	304-3000
Branch Dental Clinic	304-4092
Branch Medical Clinic	304-4045
CBU-421	304-4336
COMNAVSURFGRU Pac Norwest	304-4378
Family Housing	304-3402 / 3403
Family Service Center	304-3367
Fleet Industrial Supply Center, DET Everett	304-4102
Fleet Technical Support Center Pacific	304-5403
Mobile Inshore Underwater Unit 101	304-4790
MWR Catering	304-3911
Navy College Office	(fax: 304-3162) 304-3159 / 60 / 61
Naval Criminal Investigative Service	304-4300
Navy Intermediate Maintenance Facility	304-5502 ext 142
Navy Legal Service Office	304-4551 / 4568
Navy-Marine Corps Relief Society	304-3203
Naval Radio Station Jim Creek	304-5316
Public Affairs Office	304-3201 / 3688
Personnel Support Detachment, Everett	304-4201
Quarter deck / Command Duty Officer	304-3366
Reserve Center, Everett	304-4763
Reserve Readiness Command 22	304-3256
SUPSHIP Puget Sound	304-5828
TRICARE Appointments	1 (800) 404-4506
Trial Service Office	304-4551



## SECTION III – HOMEPORT - EVERETT, WA (con't)

### PCS Housing Assistance

Last Update: 14-Aug-00

EVERETT NAVSTA  
NAVAL STATION EVERETT  
HOUSING WELCOME CENTER  
CODE 412  
13912 45TH AVE N.E.  
MARYSVILLE, WA 98271

Office Hours: 0730 - 1630 PST

E-Mail: [everett@housing.navy.mil](mailto:everett@housing.navy.mil)  
Region: NORTHWEST

Commissary: Y      Exchange: Y      Pets: Y  
Medical: (425) 304-4060 or 1-800-404-4506

WWW: <http://www.everett.navy.mil/>

	DSN	COM	1-800	Family Housing Assets
Family Housing:	727-3402/3/6	(425) 304-3402/3	972-3372	Enlisted: 434
Family Housing FAX:	727-3400	(425) 304-3400		Officer: 36
Family Services:	727-3367	(206) 304-3367	531-1787	Mobile Home
Navy Lodge: 50		(425) 653-6390	628-9466	Single: 0
BEQ:(184 spaces)	727-3111/1112	(425) 304-3111		Double: 0
BOQ: (70 spaces)	727-4860	(425) 304-4860		

\*To get the most up to date allowances select your grade and press the retrieve rates button. Please use your browser's back button to return to this page after checking your rates.  
Rates are retrieved from the *Per Diem Committee* website.

<http://www.dtic.mil/perdiem>

NAVSUP Household goods web page: <http://207.132.136.34/navsuphhg/index.htm>

### Family Housing Waiting List (# of Months)

	E1-E6	E7-E9	O1-O3	O4-O5	O-6
2 BR	18-20	N/A	N/A	N/A	N/A
3 BR	10-14	12-14	18-24	N/A	N/A
4 BR	N/A	N/A	N/A	Indef	Indef
5 BR	N/A	N/A	N/A	Indef	Indef

MOBILE HOME:      SINGLE   None      DOUBLE   None

## SECTION III – HOMEPORT - EVERETT, WA (con't)

### Average Community Housing Costs

<i>Rent</i>	Deposit	1 BR	2 BR	3 BR	4 BR	5 BR	Utilities
Apartment	300	650	750	950	N/A	N/A	45-125
Condominium	500	660	800	960	1,050	N/A	45-125
Townhouse	500	660	830	970	1,050	N/A	45-125
House	Dep	750	900	1150	1,250		45-125

<i>Purchase</i>	2BR	3BR	4BR	5BR	Utilities
Condominium	100,00	110,000	140,000	NA	70-150
Townhouse	105,00	130,000	150,000	NA	70-150
House	135,000	175,000	190,000	NA	70-150

### COMMENTS:

Naval Station Everett is located on West Marine View Drive in the city of Everett. Newly arrived members will need to report to the housing office located at the Smokey Point family support complex in Marysville, approximately 15 minutes north of the Everett Homeport.

Service members arriving into the area are recommended to find housing prior to moving their dependents.

We offer military, leased, and Public/Private Venture (PPV) Housing. We also have the Rental Partnership Program (RPP). Upon arrival please report to the housing office for information concerning various housing programs and options. Please also visit us at our website: <http://www.everett.navy.mil/>

Phone: (425) 304-3402 / 3 / 6, 1 (800) 972-3372, DSN: 727-3402/3/6, FAX: (425) 304-3400

### Application For Military Family Housing (MFH)

All incoming personnel who desire family housing should apply by mail or in person using **DD1746** available in most Navy housing offices. **A copy of the Permanent Change of Station (PCS) orders, and a certification of family members must accompany the application.** Examples of family member certification documents are NAVPERS 1070/602, Record of Emergency Data/Dependency Application (Page 2); or a NAVCOMPT 3072, Dependency Action Status.

Priority of assignment is determined in accordance with governing regulations by pay grade, bedroom criteria and date of application.

Applications for MFH may be submitted anytime following receipt of PCS orders or promulgation of homeport change. However, you will not be offered housing until you check-in to your new command. Eligible personnel must apply for housing and/or confirm their application within 30 days of report date to the station in order to receive the effective date of detachment from last command and a paid move into government quarters.

The application form DD1746 is available for your convenience on line as a PDF file and can be down loaded and printed. You must have the "Adobe Acrobat Reader" to view the document.

## SECTION III – HOMEPORT - EVERETT, WA (con't)

### FSC Family Service Center

The **Naval Station Everett Family Service Center (FSC)** is located at the Navy Support Complex in Marysville, Washington. It provides a one-stop location where service members and their families can obtain reliable information and assistance on a wide range of important topics. The hours are 7 a.m. - 5 p.m., Monday - Friday. For information or appointments call **(425) 304-3367, DSN: 727-3367, or 1 (800) 531-1787** The FAX is **(425) 304-3374**

Services Offered Include:

<http://www.navylifepnw.com/navylife/EverettFSCClassesResultList.asp>

**Clinical Counseling**

**Information and Referral**

**Relocation Assistance**

**Transition Assistance Management Program (TAMP)**

**Ombudsman Assistance**

**Personal Financial Management**

**New Parent Support Team**

**Spouse Employment Assistance Program (SEAP)**

**Family Advocacy**

**Child Development  
Center (CDC) For  
Information Call: (425)  
304-3778**

**Welcome to Naval  
Station Everett Child**

**Development Center (CDC)!** We are a full day childcare facility for children 6 weeks to six years of age. Our philosophy is based on respect for all - especially children! We recognize and value each child's uniqueness and gift of life, and are committed to providing a loving, safe and high quality development program. We strive to meet a child's social, emotional, physical and intellectual needs to instill in each child a feeling of competence, autonomy and positive self-concept. Through play, we teach children to be responsible, independent and to make their own decisions.

At the CDC, we value our staff member's life experience and seek to empower them as individuals. We support staff development and continuing education so they become even better equipped to support the individual needs of your child.

We are committed to supporting the military family unit, by recognizing the uniqueness of each family's lifestyle and cultural heritage. We strive to support parents and encourage their involvement in center events and activities.

### The CDC Enrollment Process

The first step is to submit a waiting list form (available from the center).

<http://www.navylifepnw.com/navylife/Enrollment.asp>

<http://www.navylifepnw.com/navylife/ChildDevelopmentHomes.asp>

For more information Call: **(425) 304-3778** e-mail: [cdc@everett.navy.mil](mailto:cdc@everett.navy.mil) our hours are Monday through Friday from 6:30am to 5:30pm.

## SECTION III – HOMEPORT - EVERETT, WA (con't)

### Information For Parents

Children's academic success is the number one goal at Everett Public Schools. District teachers and staff are eager to work with parents to find ways of enhancing children's learning both at school and at home.

The information provided in this section is intended to provide timely information parents need in an easy-to-read manner. In addition, there are links to sites with information on how parents can help boost their child's learning.

If you have questions about your child's academic progress, please contact your child's school. If you have questions about the school district or one of its services you may use the contacts below.

### Everett Area Schools

School	Address	Phone	Contacts
Cascade High School	801 E. Casino Rd., Everett, WA 98203	(425) 356-4500	<b>John Green</b> , Principal
Gateway Middle School	15404 Silver Firs Dr., Everett, WA 98208	(425) 338-5050	<b>Linda Butler</b> , Principal
Everett High School	2416 Colby Ave., Everett, WA 98201	(425) 339-4400	<b>Pat Sullivan</b> , Principal
Henry M. Jackson High School	1508 136th St. SE, Mill Creek, WA 98012	(425) 316-5200	<b>Graham Hume</b> , Principal
Everett Alternatives High School	3516 Rucker Ave., Everett, WA 98201	(425) 339-4320	<b>Joanne Fabian</b> , Principal
Eisenhower Middle School	10200 25th Ave. SE, Everett, WA 98208	(425) 338-5110	<b>David Jones</b> , Principal
Evergreen Middle School	7621 Beverly LN, Everett, WA 98203	(425) 356-4550	<b>Jim McNally</b> , Principal
Heatherwood Middle School	1419 Trillium Blvd. SE, Mill Creek, WA 98012	(425) 338-5000	<b>Jim Dean</b> , Principal
North Middle School	2514 Rainier, Everett, WA 98201	(425) 339-4370	<b>Dale Libkin</b> , Principal
Cedar Wood Elementary School	3414 168th St. SE, Bothell, WA 98012	(425) 338-5165	<b>Greg Gelderman</b> , Principal
Emerson Elementary School	8702 7th Ave. SE, Everett, WA 98208	(425) 356-4560	<b>Martha Adams</b> , Principal
Garfield Elementary School	2215 Pine St., Everett, WA 98201	(425) 339-4330	<b>Karen Miller</b> , Principal
Hawthorne Elementary School	1110 Poplar, Everett, WA 98201	(425) 339-4390	<b>Betty Cobbs</b> , Principal
Jackson Elementary School	3700 Federal Ave., Everett, WA 98201	(425) 339-4325	<b>Brian Fitch</b> , Principal
Jefferson Elementary School	2500 Cadet Way, Everett, WA 98208	(425) 338-5130	<b>Karen Reedy</b> , Principal
Lowell Elementary School	5010 View Dr., Everett, WA 98203	(425) 339-4315	<b>Wayne Foley</b> , Principal
Madison Elementary School	616 Pecks Dr., Everett, WA 98203	(425) 356-4595	<b>Joyce Stewart</b> , Principal
Mill Creek Elementary School	3400 148th St. SE Mill Creek, WA 98012	(425) 338-5180	<b>Marie Axman</b> , Principal
Monroe Elementary School	10901 27th Ave. SE Everett, WA 98208	(425) 338-5140	<b>Gerard Holzman</b> , Principal
Penny Creek Elementary School	4117 132nd St. SE Everett, WA 98208	(425) 338-5080	<b>Martha Fulton</b> , Principal
Silver Firs Elementary School	5909 146th Pl. SE Everett, WA 98208	(425) 338-5070	<b>Sue Dedrick</b> , Principal
Silver Lake Elementary School	12815 Bothell/Everett Hwy. Everett, WA 98208	(425) 338-5175	<b>Ron Bellamy</b> , Principal
View Ridge Elementary School	202 Alder Everett, WA 98203	(425) 339-4310	<b>Karen Koester</b> , Principal
Whittier Elementary School	916 Oakes Ave. Everett, WA 98201	(425) 339-4395	<b>Deborah Riley</b> , Principal
Woodside Elementary School	17000 23rd Ave. SE Bothell, WA 98012	(425) 338-5150	<b>Judy Blum-Anderson</b> , Principal

## SECTION III – HOMEPORT - EVERETT, WA (con't)

### TRANSPORTATION INFO

#### Airports Public Transportation

#### Trains

#### Shuttles - Taxis Car Rentals

#### Ferry Marinas

Getting around in Snohomish County is easy. Get here any way you can! Fly, drive, train, or cycle. Six airports throughout the county make it convenient to arrive by air. Rental cars, taxis, public and private bus transportation and airport shuttles give you the options you need. Washington State Ferry service is available to and from Edmonds and Mukilteo making access to the Olympic Peninsula and Whidbey Island a snap. Amtrak arrives and departs from Edmonds and Everett to and from Seattle or Vancouver, BC. If you prefer arriving by boat, guest moorage is available at Edmonds, Everett, and Marysville Tulalip. You'll also find bicycle and horse friendly trails and services throughout the county.

### Airport Info

#### Paine Field

Snohomish County Airport  
3220 100th St SW, Everett  
(425) 353-2110

#### Harvey Airfield

9900 Airport Way, Snohomish  
(360) 568-1541

#### Sky Harbor Airport

14310 330th Ave SE, Sultan  
(360) 793-3629

#### Arlington Airport

18204 59th Dr NE, Arlington  
(360) 435-8554

#### Darrington Airport

(360) 436-1454

#### First Airfield

Monroe  
(360) 794-8570

### Train Info

Amtrak <http://www.amtrak.com/>

### Passenger Stations

211- Railroad  
Edmonds, WA  
(425) 778-3213

208 Bond Street  
Everett, WA  
(425) 258-2458

### Bus Lines

#### Community Transit

Snohomish County's Public Transit  
(800) 562-1375 (425) 353-7433

#### Everett Transit

Serving the City of Everett  
(425) 353-RIDE

#### Metro Transit

Serving Seattle  
(800) 542-7876

#### Greyhound Bus Lines

1503 Pacific Ave, Everett  
(800) 231-2222  
(425) 252-2143

#### Northwestern Trail ways

507 Hwy 2 Suite D, Sultan  
1503 Pacific Ave, Everett  
(800) 366-3830  
(360) 793-7577  
(425) 252-2143

### Ferry Info

Washington State Ferries <http://www.wsdot.wa.gov/ferries/> serve 10 different routes, from Pt. Defiance Park near Tacoma in the southern portion of Puget Sound, north to the San Juan Islands and Sidney, British Columbia, Canada. Snohomish County has two ferry terminals. One located in Mukilteo servicing access to Whidbey Island, the second in Edmonds servicing access to Kingston on the Kitsap Peninsula.

Schedule your crossing for non-commuter hours whenever possible to make your experience as stress free and relaxing as possible. In general you'll find ferries are busiest with pleasure traffic westbound on Friday afternoons and evenings, and returning eastbound on Sunday afternoons and evenings. For questions, call Washington State Ferry Information at (425) 464-6400 or (800) 84-FERRY within Washington State. Operator assistance is available from 6 am - 8 pm, seven days a week.

## **SECTION III – HOMEPORT - EVERETT, WA (con't)**

### **Frequently Asked Questions (FAQ'S)**

**1. How many people are assigned to Naval Station Everett?**

There are about 6,000 Sailors and Civil Service persons assigned to commands located at Naval Station Everett. Naval Station itself has about 450 Sailors and Civilians assigned.

**2. How can I find someone who's in the Navy?**

The NAVY web page <http://www.navy.mil/> has information on locating service members.  
<http://www.chinfo.navy.mil/navpalib/people/faq/www/locate.html>.

**3. How many ships are assigned to Everett? What are their names?**

There are 7 ships home ported at Naval Station Everett. Their names and web links can be found on the Ship's <http://www.everett.navy.mil/ships.htm> page of this web site.

**4. I have orders to Naval Station Everett. How do I get information about the base and local area?**

Please refer to the "orders to Everett" page of this web site.  
<http://www.everett.navy.mil/welcomeboard.htm>

**5. How do I get information on training courses held at Everett?**

Please refer to the training page of this web site. <http://www.everett.navy.mil/Training.htm>

**6. How can I find more information about the City of Everett, WA?**

Please refer to Everett, WA home page. <http://www.ci.everett.wa.us/>



# SECTION IV – ORDERS AND TRAVEL INFO

## PCS / TDY

### Overview and Definitions of Personnel Accounting Categories (ACC)

**ACC 341** – Temporary Duty (TEM DU): Training under 20 weeks in length.

**ACC 352** – Temporary Duty (TEM DU): New construction training under six months. 352, allows for payment of Per Diem and does not count for sea duty credit. ACC 352 does **not** allow for shipment of household goods or movement of dependents.

**ACC 106** – For Duty (FOR DU): New construction for use when member will be assigned in one place for six months or more. Member cannot be transferred until he/she completes six months in this status. ACC 106 does **not** allow for payment of Per Diem, but does allow shipment of Household Goods (HHG) and movement of dependents

**ACC 100** – For Duty (FOR DU): Use when ship delivers, all personnel will be assigned ACC 100 the day the crew moves aboard (Ship's Custody Transfer). This ACC also provides for shipment of HHG's and movement of dependents to the assigned homeport.

### Introduction

The Precommissioning (PRECOM) training pipeline is long and will take many of us to various training commands and locations. As a result, PRECOM Sailors will have an extensive travel claim to file as they report to the ship. This booklet explains the basics of travel and entitlements and your responsibilities when traveling on official orders. Your understanding of this process will speed the liquidation of your travel claim by helping you avoid many of the most common travel pitfalls. This booklet will cover the following travel topics:

- Orders
- Endorsements
- Lodging Reservations
- Receipts
- Per Diem
- Mileage Allowances and Flat Rate Per Diem
- Family Member Travel
- Dislocation Allowance Temporary Lodging Expense
- Advances and Settlements
- Geographic Bachelor Travel
- Other Pay Entitlements
- Disbursing at the PCD
- Disbursing at the PCU
- Ship's Delivery and Travel Entitlements

For each topic, minimum guidelines are addressed. It is unlikely that any two travel claims will be alike; if you have any questions contact the Personnel Office immediately. A few minutes spent now in understanding travel entitlements can save you time and possibly money later.

### Orders

A word about your original orders – protect them! Keep an extra copy on hand this will save you time. They are the only readily available records of endorsements and advances made to you. If they are lost, the office settling your claim will have to contact all the disbursing offices and commands you may have been serviced by in order to verify endorsements and advances. This is a time-consuming task and will cause major delays in processing and paying your claim.

### Endorsements

One of the biggest problem areas in PRECOM travel claims, are the endorsements. An endorsement can be either a stamp or a sticker on your orders, a written memo or a letter. Endorsements typically include:

- Reporting Date and Time
- Detaching Date and Time
- Advances/Partial Settlements
- Availability/Non-Availability of Government Quarters and Messes

Less common, but still required if applicable, is a local mileage authorization letter or orders endorsement for personnel who must commute if quarters are not available, or must use their personal vehicle on official business. This endorsement is not available in the immediate San Diego area.

The importance of obtaining endorsements cannot be overstated. For example, failure to have **non-availability of quarters**, endorsement for staying in a hotel will result in the member being paid only as if they stayed in government quarters. As is the case with lost original orders, most of these endorsements can be obtained through messages, phone calls, and faxes, but again, this is time consuming and will delay processing and payment of your claim.

## SECTION IV – ORDERS AND TRAVEL INFO (con't)

### Lodging Reservations

When on Temporary Duty en route (TDY) or Temporary Additional Duty (TAD) many members will be traveling by privately owned vehicles (POV), Personnel reporting in a TDY status will not normally be able to make lodging reservations in advance. Most major training sites have rooms set aside in the BEQ/BOQ for personnel reporting in a TDY status.

Personnel reporting TAD and traveling by POV will need to make all lodging reservations for the TAD site through SATO Travel at 1-800-576-9327. Otherwise, when traveling commercially, the PSD/SATO Travel Office that provides your tickets should make your reservations for you. **If government quarters are available, a reservation will be booked as appropriate and a confirmation number provided. If adequate government quarters are not available then a certificate of non-availability (CNA) number will be recorded on the itinerary, and the SATO Travel Office will arrange for commercial lodging.**

### Receipts

Receipts also frequently cause confusion among travelers. The receipt requirements for travel claims are:

- ALL lodging and lodging related receipts (Ensure you have receipts covering your entire period day by day).
- ALL transportation receipts (This is for long distance travel only, i.e. airline, bus, and rail tickets).
- ALL receipts for miscellaneous expenses of \$75 or more. (Cabs, local bus, traveler's checks, baggage handling, bridge tolls, etc.). If in doubt about whether or not you need a receipt, get one!
- Keep in mind that ORIGINAL receipts are required. "Stationary store" receipts, copies, and credit card charge receipts are not acceptable.

In the event you lose your receipts, you should first make an attempt to get another copy of the lost receipt (faxed copies are acceptable). If this is impossible, a lost receipt statement must be completed. The statement requires your full name, address, and phone number, as well as dates and rates of the service provided. Remember, lost receipt statements will not be accepted if it is possible for you to still obtain a receipt. As with lost original orders and endorsements, obtaining this information and verifying it takes time. This time is money, your money; so don't lose your original receipts.

### Per Diem Basics

The purpose of Per Diem is to offset the cost of lodging, meals, and incidental expenses incurred while performing travel duty or temporary duty away from the permanent duty station. Per Diem is not payable in the following instances:

- While TAD in the area of the permanent duty station;
- While on TAD performed at a location to which the member commutes from permanent quarters;
- While on a period of leave or proceed time authorized on orders;
- While on "NO-COST" TAD orders;
- While TAD aboard a ship when both quarters and mess are available, and;
- While on a ship during acceptance trials when both quarters and mess are available.

These are the situations most likely to affect PRECOM Sailors. Other situations of non-entitlement can be found in the Joint Federal Travel Regulations: <http://www.dtic.mil/>.

Per Diem rates vary by locality and by the availability of Government quarters and mess. Proper endorsements are CRITICAL in order to be properly paid. Failure to obtain endorsements will cause problems in obtaining advances and can result in large over/under payments.

Per Diem rates consist of two portions: a lodging portion, and a meals and incidental expenses (M&IE) portion. As stated previously, lodging rates vary widely by locality. However, M&IE rates are always between \$30.00 and \$46.00 per day, depending on location. If government quarters/mess is available your M&IE rate will drop to \$9.50 per day. Only the host activity can approve locality per-diem or proportional meal rate (PCM).

**Note:** the lodging rates are the maximum allowed. If your cost is less, you are entitled to your cost only, as supported by original receipts. The M&IE rates are paid as stated, regardless of your actual costs. Receipts are NOT required for meals. Several reminders regarding lodging:

Lodging costs are not reimbursable when staying with friends or relatives, whether or not any payment is made, If sharing a room with another service member or Government employee, you will be reimbursed one half the double occupancy rate. If the person sharing the room is not a service member or Government employee, you will be allowed the single room rate. **You are required to provide the single room rate as a receipt or statement from the lodging facility.**

## SECTION IV – ORDERS AND TRAVEL INFO (con't)

Members on TDY or TAD who rent a furnished or unfurnished apartment, house, mobile home, travel trailer, etc., are authorized the following items when computing lodging costs:

- Rent of apartment, house, mobile home, travel trailer, etc.;
- Rental charge for parking space for a mobile home, travel vehicle or camping vehicle;
- Charges for rent of appropriate and necessary furniture, such as stoves, refrigerators, chairs, tables, beds, sofas, televisions, and vacuum cleaners;
- Cost of connection, use, and disconnection of utilities including electricity, natural gas, water, fuel oil, and sewer charges;
- Dumping fees;
- Shower fees;
- Cost of maid fees and cleaning charges;
- Monthly telephone use fees (not including installation and long distance charges), and;
- If ordinarily included in the price of a hotel or motel room in the area concerned, the costs of special user fees such as cable TV charges and plug in charges for automobile head bolts heaters.

**NOTE:** THE ABOVE ITEMS WILL BE PRORATED TO A DAILY RATE. THIS TOTAL DAILY RATE IS LIMITED TO THE MAXIMUM LODGING RATE FOR THE LOCALITY.

### Mileage Allowance And Flat Rate Per Diem

Mileage Allowance in Lieu of Transportation (MALT) Plus Flat Rate Per Diem is authorized for PCS travel between permanent duty stations via temporary duty stations by POV. This is not to be confused with local area travel, nor with regular Per Diem, as previously discussed.

Members are granted MALT at \$0.15 per mile for the entire authorized travel distance. Mileage between duty stations can be found in the Official Table of Distances (OTD) held by PSD and shipboard administration and disbursing offices.

Flat rate Per Diem is \$50 per day and is payable for each day of authorized travel time. Dividing the mileage between the two duty stations by 350 and rounding up any remainder of 51 miles or more compute POV travel time. For example, the official distance from Norfolk, VA to Bath, MN is 694 mile. The MALT Plus computation is:

- Travel time:  $694/350 = 2$  days
- Flat Per Diem:  $2 \text{ days} @ \$50 = \$100.00$
- MALT:  $694 * \$0.15 = \underline{\$104.10}$
- **TOTAL DUE:** **\$204.10**

Travel by commercial means (air, bus, rail) is reimbursed at a rate not to exceed the governments scheduled ticket cost, plus the M&IE (discussed earlier) portion of per diem prorated on a 75% daily basis.

Travel by air in the continental United States (IN CONUS) is always one day, travel time. Travel time for commercial surface transportation is calculated by dividing the official mileage by 40 to get the number of hours then, dividing the number of hours by 18, rounded up. Travel by a combination of modes is known as "mixed modes" and in an entirely different computation. Due to its complexity it won't be discussed here. PSD will assist you if you must file this type of travel claim.

### Family Member Travel

Generally, family members are authorized reimbursement for travel from your last permanent duty station directly to your next permanent duty station. Travel to intermediate duty stations is not funded for your family members. Remember, all family member travel entitlements are based on current Page 2 entries in your service record, so be certain it is updated. Reimbursement is as follows:

#### By POV:

- **When traveling with family members:** Each family member in the vehicle is authorized an additional \$0.02 per mile, not to exceed a total of \$0.05 per mile for the official distance. Flat rate Per Diem is authorized for each day of travel time, at a rate of \$37.50 per day for each family member age 12 and over, and at \$25 per day for each family member under age 12. If traveling in two vehicles, the driver of the second vehicle is entitled to \$0.15 per mile and \$0.02 per mile for each additional family member, not to exceed a total of \$0.20 per mile for the vehicle. Flat rate Per Diem entitlements remains the same. Entitlement for any additional vehicles over two are under special circumstance only. Check with the personnel office if you have any questions about more than two vehicles.

## SECTION IV – ORDERS AND TRAVEL INFO (con't)

- **When NOT traveling with the service member:** If, for acceptable reasons, the family members must travel to the new duty station in advance of the member, after the member, or to another authorized location, they have a slightly different set of entitlements. Acceptable reasons include (but are not limited to): completion of school terms, sale of property, settlement of personal affairs, or shipment of household goods. Rates payable are identical to those in the previous paragraph, with the exception of the driver. The driver will receive the full Flat Rate Per Diem of \$50 per day and \$0.15 per mile.
- **By commercial transportation:** Normally, a CTO/NAVPTO/SATO ticket is provided; otherwise, reimbursement is authorized for the ticket, not to exceed the Government's cost. Family members 12 and over are entitled to 75% of regular Per Diem and those under 12 to 50%. Travel time is computed in the same manner as the member's.
- **By mixed modes:** Like the member's mixed mode travel, it is rather complex. If you have questions, ask your Personnel Office.

### DLA (Dislocation Allowance)

The purpose of DLA is to partially reimburse a member for the expenses incurred in relocating a household due to PCS orders. The amount payable is equal to two and one-half months Basic Allowance for Housing (BAH) for the applicable pay grade. DLA is authorized for all married members, but single members are eligible for DLA only if government quarters are not used at the new permanent duty station. Temporary assignment to government quarters for less than 60 days while searching for off-base quarters does not void the entitlement. This 60-day period can be extended by an additional 60 days by the Commanding Officer.

### TLE

Temporary Lodging Expense (TLE) is designed to help reimburse a member for temporary lodging obtained prior to detaching from the last permanent duty station. TLE is based on the cost of lodging you procure, the local Per Diem rate, the number of family members staying in the room and the availability of cooking facilities. The entitlement will not exceed \$110.00 per day. A maximum of 10 days is authorized for transfers within CONUS. As is the case with all lodging, ORIGINAL receipts are required.

### Advances and settlements

An advance is an estimated payment of travel entitlements or Per Diem made before those entitlements are earned. The key word to remember is that it is an ESTIMATE of the amount the member will be entitled to. The amount actually earned could be more or less than the advance, so you must carefully track your advances. After arriving at the new permanent duty station, you must file a travel claim. This claim will cover all travel from the last permanent duty station to the new permanent duty station. Your actual entitlement will be computed based on your claim and supporting documents, and any advances paid will be deducted. Any remaining amount will be paid to you. Conversely, any negative amount is an overpayment and will be collected.

In effect, an advance is a "loan". This loan does not become a "grant" or entitlement until the travel is complete and the travel claim is filed. Failure to file a travel claim within 10 days of reporting PCS can result in collection of advances paid.

As a rule, PCS allowances (MALT Plus, flat rate Per Diem, family members' travel, and DLA) are advanced 100%. Regular Per Diem, however, is typically advanced at 80% of the estimated entitlement, in a maximum of 30-day increments. Temporary Lodging Expense (TLE) cannot be advanced, as there is no way to compute entitlement until the expense of temporary lodging is incurred.

Overpayments and shortages stem from many causes. Most frequent is failure to obtain necessary receipts, endorsements, or improper completion of the travel claim. Another significant but less common cause is drawing an advance for family members' travel and DLA, then not moving the family members.

Recently, and a little bit closer to home, several members of previous PRECOM units were substantially overpaid (\$100,000) due to being incorrectly advanced for TEMDU at Wallops Island. Please be aware that Wallops Island is a "mission-essential" messing activity and that COMRATS will stop and no Per Diem for meals will be paid. The only Per Diem payable is lodging costs and \$2.00 for incidental expenses. Also, any "No Cost" orders (usually house-hunting leave), underway time (on another ship), or leave periods reported on your travel claim will result in a loss of all Per Diem entitlements for those days.

## SECTION IV – ORDERS AND TRAVEL INFO (con't)

On board PRECOM unit, the member will be interviewed in all cases of any potential overpayment to ensure all possible entitlements have been considered. All personnel found to be overpaid will be notified in writing by the Disbursing Officer. The letter will list options to resolve the overpayment, most likely a one-time pay check-age.

### Geographic Bachelor Status

This travel is authorized for members separated from their family while PERMDU (ACC Code 100 or 106). The entitlement allows for one round trip airline ticket between the construction site and either the homeport or the family member's residence as shown on the member's Page 2. Travel to any other location voids the entitlement. Either the geographic bachelor or the family member can travel. The trips are earned on or after the 31<sup>st</sup> day of Permanent Duty (PERMDU), and every 60<sup>th</sup> day thereafter. Also, reimbursement is not to exceed the government's cost for the ticket. As such, it is strongly recommended that you have the ticket issued, rather than purchase it on your own. **This only applies to those PERMDU at the building site (Pascagoula, MS).**

### Other Pay and Entitlements

While not directly related to travel, the following entitlements are often affected during a PCS transfer:

**Family Separation Housing (FSH):** This entitlement was formerly known as Family Separation Allowance (FSA). Members ordered TEMDU or PERMDU at a location to which family member travel is not authorized may be entitled to FSH. For PRECOM this will most frequently occur for member TEMDU to the PRECOMDET in San Diego, or TEMDU to the PRECOM UNIT, as family members are not authorized to TEMDU stations. The separation must be over 30 days, and the current rate is \$100.00 per month.

**Basic Allowance for Housing (BAH):** The rules governing this entitlement are actually fairly straightforward in PRECOM:

- While TEMDU: BAH is based on your last duty station, regardless of the location of the TEMDU station or length of TEMDU.
- When PERMDU: BAH is based on the new permanent duty station rate.

**NOTE:** IN CASES WHERE YOUR FAMILY MEMBERS RESIDE ELSEWHERE, THE COMMANDING OFFICER MAY OVERRIDE THESE RULES AND AUTHORIZE THE CURRENT BAH RATES FOR YOUR FAMILY MEMBER'S RESIDENCE.

**Career Sea Pay/Sea Duty Service Counter:** Your Sea Duty Service Counter and Career Sea Pay will commence at Ship Delivery. Don't wait until the last minute to review your Leave and Earning Statement (LES) Sea Duty Service Counter for accuracy.

### Disbursing At PSD

At the detachment, PSD San Diego will maintain your pay record. They will hold your records in disbursing and will be your main point of contact for all disbursing issues while in San Diego. If you are in a Per Diem status while in San Diego, you will **fill out a Per Diem request form on a monthly basis**. You will also need to get a lodging intent form from your lodging location. This form states you intend to stay at the lodging location for the next month (or shorter period of time) and states the room rates for that time. Once you have your lodging intent and your Per Diem request you will turn them into the PRECOM personnel office.

When you are preparing to check out of the detachment you must notify PSD approximately two weeks in advance so that you can request travel advances and so they can prepare your records for checkout. Upon final checkout ensure that you obtain a final receipt from your place of lodging, and that you have picked up your service record, original orders and pay record from PSD.

### Disbursing At The PCU

Upon reporting to the PCU, your service record and original records will be maintained by the Personnel Office. If you are assigned to the PCU as PERMDU, the Personnel Office will help you with the final liquidation of your travel claim. Personnel who are assigned to the PCU, as TEMDU will have their Per Diem account maintained by the PRECOM UNIT disbursing clerks and Per Diem will be paid on a 30-day basis.

## SECTION IV – ORDERS AND TRAVEL INFO (con't)

### Ship's Delivery And Travel Entitlements

Ship's Delivery is the cut-off date for all Per Diem entitlements. For TEMDU personnel assigned to the PCU or PCU, the TDY period ends upon delivery, and all travels are considered completed. At this point, the Disbursing Officer will begin the long process of liquidating all remaining travel claims. As delivery approaches we will be providing more information on how this will affect your pay. One point to remember is that TEMDU personnel are not entitled to travel from the construction site to the new homeport. This means that if you are TEMDU to the PCU you are not entitled to move your personal vehicle or baggage to homeport until delivery and you are reported onboard in ACC 100. Keep this in mind as delivery and Sail Away approach.

### Conclusion

Our goal is to ensure you receive the best possible service. While we can't promise that our explanations will always be the information you want to hear, we can assure you we will make it as accurate and as advantageous to your individual situation as current laws and regulations allow. **This travel handbook is our interpretation of the regulations and is not to be considered as policy.** If there is any discrepancy between this handbook and the regulations, the regulations always take precedence. These disbursing regulations are current as of November 1999, but can change quickly with little notification, so it is always a good idea to check on your entitlements with your Personnel Office or at <http://www.dtic.mil/>.

# SECTION V – TRICARE MEDICAL INFO

## Using your Military Health Care benefit

### Enrolling in TRICARE Prime

- Care is provided at military hospitals and clinics with additional support from civilian doctors.
- All active duty members will be enrolled in TRICARE Prime.
- Family members must sign up to use TRICARE Prime.

### TRICARE Prime advantages.

- Guaranteed access to timely appointments
- Priority care at military hospitals and clinics
- Free outpatient care from military Primary Care Manager
- Primary Care Manager coordinates your care
- Away from home emergency coverage
- Lowest out of pocket costs of all TRICARE options

### What does guaranteed access to timely appointments mean?

- Appointments will be made within 24 hours for acute illness (e.g., sore throat).
- Within one week for less urgent care (e.g., recurrent backache)
- Within four weeks for routine care (e.g., annual tests or exams)
- Within four weeks for specialty care (e.g., knee surgery)

### What is point of service option?

- When TRICARE Prime enrollees seek routine medical care not authorized by their PCM, they are using the point of service option.
- The point of service option applies to family members only
- If permission is not obtained from your PCM prior to seeking care from another doctor, you must pay a deductible of \$300.00/individual or \$600.00/family, plus pay 50% of the remaining medical bill. **This is very expensive.**
- You should not use this option without first talking to your TRICARE service center representative or health benefits advisor.

### Please consider when choosing TRICARE Prime.

- Do you spend extended periods away from home?
- Are you or your spouse covered by other health insurance?
- Do you want freedom to choose your doctor?
- Do you have your own civilian doctor?

If your answer is “yes” to one of these questions, then TRICARE Prime may not be for you. Contact your TRICARE service center or health benefits advisor.

### What if I don’t want to enroll in TRICARE Prime?

- If family members choose not to enroll in TRICARE Prime, they may choose to receive medical care under the TRICARE Extra or TRICARE Standard options
- No enrollment is required to use TRICARE Extra or TRICARE Standard

### TRICARE Extra

- Family members receive care from a civilian doctor who is part of TRICARE’s preferred provider network
- Select a doctor from the list available at the TRICARE service center.

### Advantages of TRICARE Extra

- No enrollment required
- The amount you pay out of pocket is less than TRICARE Standard
- May use TRICARE Standard



## **SECTION V – TRICARE MEDICAL INFO (con't)**

### **Please consider when choosing TRICARE Extra**

- No PCM
- Doctor choice is limited to preferred provider network
- Patient pays:
  - Annual deductible
  - Part of the bill

Speak to your TRICARE Service Center representative or advisor if you have any questions.

- Requires non-availability statement for civilian inpatient care. Check with your health benefits advisor or TRICARE service center
- More expensive than TRICARE Prime
- Space-available access to military hospitals and clinics

### **TRICARE Standard**

- Family members receive care from authorized and participating doctors of their choice
- If you do not choose an authorized or participating doctor, you could pay a significant amount more for your care

### **Advantages of TRICARE Standard**

- No enrollment required
- Broadest choice of doctors
- Widely available
- May use TRICARE Extra

### **Please consider when choosing TRICARE Standard**

- No PCM
- Patient pays:
  - Annual deductible
  - Part of the bill
  - In some cases, an additional 15% above allowable charges
- Requires non-availability statement for civilian inpatient care. Check with your health benefit advisor or TRICARE service center
- More expensive than TRICARE Prime and Extra
- Space-available access to military hospitals and clinics

### **Which TRICARE option should I choose?**

#### **When is TRICARE Prime right for me?**

- Best for families who want guaranteed access to the most benefits at the lowest cost and who live close to a military hospital or civilian TRICARE Prime Preferred Provider Network

#### **When is TRICARE Extra right for me?**

- TRICARE Extra is for family members who want to choose their own civilian doctor from the Preferred Provider Network
- TRICARE Extra is less expensive than Standard

#### **When is TRICARE Standard right for me?**

- Family members who have established relationships with civilian doctors that they wish to maintain choose TRICARE Standard most often. Often this happens when no military hospital or clinic is located nearby. Those who travel frequently or have other health insurance also choose it.

## SECTION V – TRICARE MEDICAL INFO (con't)

### Receive routine medical care.

- If enrolled in TRICARE Prime
  - Call your PCM or central appointment line to make an appointment.
  - When traveling, call your PCM for advice or permission to seek local medical care.
- If not enrolled.
  - Family members, call your civilian doctor while at home or while traveling.
  - Call the nearest TRICARE Service Center for help with making appointments with Preferred Provider Network doctor under TRICARE Extra.
  - If hospitalization is required, check with the TRICARE Service Center or health benefits advisor to obtain non-availability statement.

### How to get Emergency Medical Care?

If at home or traveling:

- Call 911 or go to the nearest military or civilian hospital.
- Emergency medical care is defined as care for conditions with potential for loss of life, limb, eyesight, broken bones or life-threatening situations.
- If you are active duty and have an emergency visit or inpatient hospitalization at a civilian facility, please contact your PCM or TRICARE Service Center.

WHAT YOU PAY	TRICARE PRIME E-1through E-4	TRICARE PRIME E-5 and above	TRICARE Extra	TRICARE Prime
<b>Annual Deductible</b>	None	None	E-5 and above: \$150/individual \$300/family  E-4 and below: \$50/individual \$100/family	E-5 and above: \$150/individual \$300/family  E-4 and below: \$50/individual \$100/family
<b>Civilian outpatient Visit</b>	\$6/visit	\$12/visit	15% of Negotiated fee	20% of Allowable charge
<b>Civilian inpatient Admission</b>	Greater of \$25 Or \$11/day	Greater of \$25 Or \$11/day	Greater of \$25 Or \$10.45/day	Greater of \$25 Or \$10.45/day
<b>Emergency room</b>	\$10/visit	\$30/visit	15% of Negotiated fee	20% of Allowable charge
<b>Civilian Inpatient Mental Health</b>	\$20/day	\$20/day	\$20/day	\$20/day

### Call the TRICARE Service center near you:

Northwest region (Everett, WA) 1 (800) 404-0110

Southern CA region (San Diego, CA) 1 (800) 242-6788

Gulfsouth region (Pascagoula, MS) 1 (800) 444-5445

## SECTION V – TRICARE DENTAL INFO

The TDP is a voluntary, comprehensive dental program offered worldwide by the Department of Defense to family members of all active duty Uniformed Service personnel and to Selected Reserve and Individual Ready Reserve (IRR) members and/or their family members. United Concordia is the administrator of this program. For comprehensive information about the program, please refer to the Benefit Booklet. <http://www.ucci.com/tdp/TDPBenefitBooklet.pdf>

The TDP provides dental benefits for family members of all active duty Uniformed Service personnel and to Selected Reserve and Individual Ready Reserve (IRR) members and/or their family members. The Uniformed Services include the Army, Air Force, Navy, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration and Public Health Service.

Active duty Uniformed Service family members, Selected Reserve and Individual Ready Reserve (IRR) members and/or their family members are eligible for the TDP if the sponsor has at least 12 months remaining on his or her service commitment with the parent Service at the time of enrollment.

### Eligible individuals:

- Family members of active duty, Selected Reserve and IRR service members, including spouses and unmarried children (natural, step, adopted and wards) under the age of 21 (eligibility ends at the end of the month in which they turn 21). Eligibility may be available after age 21 if:
  1. The dependent is enrolled full time at an accredited college or university and is more than 50% dependent on the sponsor for financial support. Eligibility continues until the end of the month in which the dependent turns 23 or the end of the month in which education terminates, whichever occurs first.
  2. The dependent has a disabling illness or injury that occurred before his or her 21st birthday, or between the ages of 21 and 23 while enrolled as a full time student, and was more than 50% dependent on the sponsor for financial support.
- Select Reserve and IRR service members

### Ineligible Individuals:

- Active duty service members.
- Former spouses, parents, in-laws, disabled veterans, foreign personnel, and retirees and their families.

United Concordia handles enrollment in the TDP. Enrollment is initiated by the sponsor and is accomplished by completing a TDP Enrollment Form and submitting the required payment to United Concordia.

### Enrollment can be accomplished in several ways:

- Complete a TDP Enrollment Form and mail the form and required payment to United Concordia. Forms can be downloaded from the Reference Material page <http://www.ucci.com/tdp/references.html>. Forms are also available at your local Uniformed Service personnel office, Dental Treatment Facility or Health Benefits Advisor/installation contact. The correct mailing address is listed on the TDP Enrollment Form.
- Enroll online, submitting the required payment via credit card. (Available February 1, 2001)

Make sure all information requested on the TDP Enrollment form is completed. Failure to complete all information could delay or prevent enrollment in the TDP.

### Effective Date of Coverage

Once United Concordia receives the enrollment form, eligibility is confirmed by querying DEERS. If eligibility is confirmed, the member(s) are enrolled in the TDP.

If the completed enrollment form and appropriate payment amount are received by the 20<sup>th</sup> day of the month, coverage is effective the 1<sup>st</sup> day of the following month. Example: Form and payment are received on February 15, and then coverage is effective March 1.

If the enrollment form and payment are received after the 20<sup>th</sup> day of the month, coverage may not be effective until the 1<sup>st</sup> day of the second month. Example: Form and payment are received February 26<sup>th</sup>; coverage may be effective April 1. Your TDP ID card will reflect the effective date of coverage.

If eligibility cannot be confirmed, the member(s) will be notified and instructed to contact his or her Uniformed Service personnel office to resolve the issue. Coverage will not begin until the issue is resolved and eligibility verified.

It is recommended that members contact United Concordia's Customer Service Department, before receiving initial treatment, to confirm the effective date of coverage. The appropriate telephone number can be found below or on the contacts page <http://www.ucci.com/tdp/contacts.html> of this website.

Once enrolled, sponsors will receive the TDP Benefit Booklet (also available on our Reference Materials page). <http://www.ucci.com/tdp/references.html>. Each member will receive a TDP Identification (ID) Card that should be presented at each office visit.

The TDP's contract year runs from February 1 through January 31. The annual maximum payment is \$1,200 per enrollee per contract year, for non-orthodontic services. Payment for certain diagnostic and preventive services is not applied against the annual maximum.

There is a lifetime maximum of \$1,500 per member for orthodontic treatment. If a member receives orthodontic services, payments for these services will not exceed \$1,500 during the member's eligibility lifetime. Orthodontic diagnostic services will be applied to the \$1,200 annual maximum.

The accumulation of charges against the maximums is based on the allowable charges, less any cost shares. The allowable charge is the amount that United Concordia will pay for any procedure. The cost share is the portion of the allowed amount the member must pay. Cost shares are not charged against the maximums. For detailed information on cost shares, please see the Benefit Booklet on the Reference Materials Page at <http://www.ucci.com/tdp/references.html>.

- **Claims**

United Concordia  
TDP Claims Processing  
P.O. Box 69411  
Harrisburg, PA 17106-9411

- **Customer Service - Telephone Inquiries**

**1-800-866-8499** 7PM Sunday - 8PM Friday, ET.

- **Customer Service - Written Inquiries**

United Concordia  
TDP Customer Service  
P.O. Box 69410  
Harrisburg, PA 17106-9410

Email CONUS Customer Service: [conus@ucci.com](mailto:conus@ucci.com)